

INSTRUCTIONS FOR COMPLETING

**THE NONFISCAL SURVEYS OF THE
COMMON CORE OF DATA**

**SCHOOL UNIVERSE SURVEY
AGENCY UNIVERSE SURVEY
STATE NONFISCAL SURVEY**

2003 - 2004

National Center for Education Statistics
Institute for Education Sciences
U.S. Department of Education

Revised March 1, 2004

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The purpose of the Center is to collect and report "statistics and information showing the condition and progress of education in the United States and other nations in order to promote and accelerate the improvement of American Education." Section 402 (b) of the National Education Statistics Act of 1994 (20 U.S.C. 9001).

OMB No. 1850-0067
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The time required to complete this information collection for all Common Core of Data Surveys is estimated to average 111 hours per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improvement, please write to: U.S. Department of Education, Washington, DC 20202-4651.

2003 - 2004 CCD INSTRUCTION MANUAL CHANGES

Listed below are the changes to the instruction manual for the 2003 - 2004 Nonfiscal Surveys of the Common Core of Data (School Universe Survey, Education Agency Universe Survey and State Nonfiscal Survey).

The 2003 - 2004 CCD Survey materials will be mailed out later this year, February 17, 2004 instead of late January. The **Due Date** for this CCD survey year is **March 30, 2004**. However, September 30 remains as the final date Census will accept 2003 - 2004 data submission.

Every attempt should be made to report **EVERY** data item on the Nonfiscal CCD surveys - School and Agency files and the State Nonfiscal web form, especially when reporting student counts for **grade span**. If there are no students for a reported grade span in the school/agency, please report **zero (0)** students. If some schools in your state report students in grade span = UG (ungraded), then the state has to report the remaining schools with an UG grade span = **zero (0)**, rather than codes **N** (not applicable) or **M** (missing). Code **M** should only be used as a valid response for truly "missing" data.

MCITY or **LCITY** information has to be reported for all schools and school districts. If no **CITY** data are available, the record will be **removed** from the corresponding school or agency file.

PLEASE NOTE: **SCHNM** in the School Universe file has been corrected to **SCHNAM**.

The assignment of school and district **locale codes** is now derived from the new **2000 Census geography** data. CMSA codes no longer exist and have been replaced with the new coding structure. The definitions for **locale codes** are virtually unchanged, just the **MSA** geographic reference has been replaced by **CBSA**. The 2000 geography data matches a higher percentage of physical addresses to the block and tract level. (For more information about the 2000 Geography concepts, go to the web site:

http://www.census.gov/mso/www/pres_lib/geo_con/sld001.htm).

Appendix J (Data Items NCES Adds to the Public Files)

The following two new data items have been added to the public school file by NCES when locale codes are assigned. Both are based on the school's physical location address: **County Code** and **County Name**.

A **Charter School District Flag** will be added to the agency file to denote whether the agency has: only charter schools; some charter schools and other schools; or no charter schools. Computations of completion and drop out rates by grade, by gender, and by race/ethnicity are also added to the agency file.

State Nonfiscal Web Form

New and improved edits have been implemented for the **SNF** web form. These edits will ensure better quality CCD state data reporting.

Census and NCES encourage CCD Coordinators to provide quality statistics. Each year, additional edits and statistical standards are applied to CCD data. To achieve this goal of accurate, consistent, and standardized data reporting, Census has implemented innovations such as the CCD Software and the EXCEL edit workbooks. These operations will continue to improve and the bar will be raised again. The point system for the annual July NCES CCD awards has been revised. For further details about how your state can accumulate the highest number of points in 2004, go to:

[Http://www.census.gov/govs/www/ccd.html](http://www.census.gov/govs/www/ccd.html)

General Information

Due Date - March 30, 2004

Submission Methods (see Appendix D for details)

- Internet (FTP or e-mail)

Contact the Census Bureau if you plan to submit data on paper shuttles.

Census Bureau Contacts

Contact the Census Bureau liaisons Dell Gray, Julia Naum, or Jane Thomas if assistance is needed with the CCD surveys.

PHONE: 800-451-6236
FAX: 866-394-0138
E-MAIL: govs.ccd@census.gov

ADDRESS: Census Bureau
Governments Division, ERSB
Washington Plaza II, Room 508
Washington, D.C. 20233-6800

Respondent Tools

The Census Bureau web site provides several tools to prepare the state CCD Nonfiscal data files. Prior year ID data files, edit software, sample spreadsheet/database files, and web-based form. These tools are available at the following web address:

<http://www.census.gov/govs/www/ccd.html>

NCES Contacts

Lee Hoffman is the project officer for the Nonfiscal Surveys. Lee Hoffman's telephone number is 202-502-7356.

Coordinator's Corner

An NCES web site was established for CCD Coordinators and other CCD data reporters and is called the Coordinator's Corner. The information provided on the Corner includes instruction manuals, frequently asked Coordinator Questions, a place to send questions to NCES and receive questions and answers from other Coordinators, new CCD data items or issues up for public comment, and links to other CCD areas. The web address:

<http://nces.ed.gov/ccd/corner.html>

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I. INTRODUCTION

INTRODUCTION

Goals, Purpose and Objectives of the Nonfiscal Surveys

The National Center for Education Statistics' (NCES) goal for the Common Core of Data (CCD) is to provide a comprehensive and timely national statistical database of all public elementary and secondary schools and education agencies. This database is comparable across all states and territories.

The purpose of the CCD is to collect basic statistical information on all children in the United States and territories receiving a free public education from prekindergarten through twelfth grade. Included is information about the public funds (revenues) collected and expended for providing free public elementary and secondary education.

The CCD contains three information categories: identifying information; basic statistics; and fiscal data. The identifying information includes names, addresses and administrative information; basic statistics include numbers of students and staff, demographic information on students, high school completion rates, and student dropout data; and fiscal data include revenues and current expenditures. **The fiscal data are not collected by these three surveys**, but are collected by two other fiscal surveys of the CCD. The CCD is maintained in three separate, but linked, data sets: public elementary and secondary schools; local education agencies; and states.

The surveys collect nested information. The data in the school universe are reflected in the agency universe, and the school and agency universe data are reflected in the state aggregate surveys. The counts in all three surveys may not be equal, but the differences should be consistent and explanations should be provided.

The objectives of the CCD are to maintain:

- Official listings of public elementary and secondary schools, and education agencies in this country;
- Basic information and descriptive statistics of the schools and agencies described above.

Instruction Manual Coverage

The instruction manual lists common definitions of data elements and related terms for all CCD Nonfiscal Surveys and provides explicit directions for completing and reporting the surveys. The CCD surveys covered by this manual include:

- Public Elementary/Secondary School Universe Survey
- Public Elementary/Secondary Education Agency Universe Survey
- State Nonfiscal Survey (SNF)

THE STATE AGGREGATE FISCAL SURVEY IS NOT PART OF THIS PACKAGE

CCD Coordinator/Certification

The chief state school officer designates the staff member(s) responsible for completing the SNF web form, and the school and agency nonfiscal surveys. A CCD Coordinator is the official contact person for the state/territory and he/she is responsible for confirming data availability and accuracy.

Reported CCD data are certified by the CCD Coordinator or designated higher official as an accurate representation of information and records maintained by the state education agency. Data will **not** be accepted by NCES without appropriate certification.

To revise CCD Coordinator data: Access the Census Bureau web site (<http://www.census.gov/govs/www/ccd.html>); click on *Administrative Reports*; logon with the SNF password; press **State Contacts** button; update CCD Coordinator data.

Due Date

All CCD survey reports are due on or before **March 30, 2004**. Revisions to 2003 - 2004 CCD reports will be accepted through September 30, 2004.

Reference Date

Data are reported as of **October 1**, if that is a school day, or the closest school day to October 1. Exceptions to this rule are noted within the context of individual item instructions. The Education Agency Universe collects data for dropouts and graduates from the prior academic year. The Education Agency and School Universes collect data on migrant students served during the prior academic year.

Abbreviations

Report complete names and addresses when possible. The field lengths specified in Appendix E may not allow the entry of complete names and addresses. Appendix F provides recommended abbreviations for use in the CCD surveys.

Missing and Not Applicable Data

Identify missing or not applicable data using the codes listed below. Every item in this survey requires a response unless otherwise indicated.

- **M** indicates data are missing. A value is expected, but no value is measured.
- **N** indicates data are not applicable. A value is neither expected nor measured.
- Enter **0** (zero) only for those cases where a numerical value is measured but no quantity is found.

INTRODUCTION

Item Location Reference

The record layout information for the electronic text files is displayed with every data field description. Displayed are “Field Name” mnemonics, **Multiple** record layout positions, and **Long** record layout positions. Data are reported separately by groupings in the **Multiple** record layout formats, while **Long** record layout formats report both school and agency information in a single record. Either the **Multiple** or the **Long** record layout can be used for electronic text files. The complete electronic reporting record layout formats for both options are in **Appendix E**.

General Survey Procedures

The Census Bureau initiates data collection in February. All CCD Coordinators and other persons assigned to complete the CCD surveys are sent an instruction manual and relevant survey materials.

<http://www.census.gov/govs/www/ccd.html>

The following resources are available on the above Census Bureau web site to facilitate CCD survey reporting:

- A PDF version of this instruction manual for completing the current Nonfiscal Surveys of the CCD
- The State Nonfiscal Survey web-based form
- The CCD Data Collection Software for the School and Agency Universe Surveys

The software allows the user to: import state data in the correct format; match current year data to prior year data; view and/or update school and agency records; generate import, match and summary reports; compact the databases; and export a text file to send to the Census Bureau via FTP.

- School and Agency Software User Guide Manual
- Instructions on how to download, install, troubleshoot and run the CCD School and Agency Software
- Prior Year State ID Data Files

The prior year (PY) files provide corrections/additions made to the state’s files. These files incorporate all changes made by Census in editing, including new NCES ID numbers, and proper **M** and **N** codes for missing, not applicable, or blank data.

These PY files can be used to submit current year (CY) data; adding new school and agency records to the file, and reporting data; and updating status codes to indicate closed or changed school/agency records.

Do not overlay fields with blanks unless instructed to do so.

- School and Agency Sample Templates

Examples of templates to be used for transmitting state data as EXCEL spreadsheet(s), ACCESS database or dBase databases.

- Electronic form to prepare files for FTP data transmission.
- Administrative reports and time schedules for state coordinators to view the current status of their state’s data within the CCD Nonfiscal CY processing cycle.

The CCD Data Collection Software instructions are located in **Appendix B**. Preferred file format options and instructions for text, spreadsheet, dBase or SAS files are located in **Appendix C**. Text file record layout options (multiple format or long format) are located in **Appendix E**.

Use the following submission methods to transmit data to the Census Bureau (see **Appendix D** for detailed instructions):

- Internet (FTP or e-mail)
- State Nonfiscal Survey web-based form to complete

Please do **NOT** use the paper shuttles to submit data. Contact the Census Bureau if data must be submitted on paper shuttles.

Appendix H describes the new methodology for making corrections to previously submitted data for the 2003 - 2004 survey year.

Appendix I describes how to submit State Nonfiscal Survey data on an Excel spreadsheet or as an ACCESS data base.

Appendix J describes the additional data items NCES adds to the public files.

**II. PUBLIC ELEMENTARY/
SECONDARY SCHOOL
UNIVERSE SURVEY**

PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

Purpose

The primary purpose of the Public Elementary/Secondary School Universe Survey is to collect data for:

- A complete listing of all public elementary and secondary schools in the United States and outlying areas, and
- Basic information and descriptive statistics on all schools, the students, and the teachers.

A school is an institution that provides educational services; has one or more grade groups (PK-12) or is ungraded; has one or more teachers; is located in a building; has an assigned administrator; receives public funds; and is operated by an education agency.

To avoid double counting, **EXCLUDE** Bureau of Indian Affairs and Department of Defense Dependents schools from your school universe file. These schools are reported separately by the appropriate Federal agencies.

Missing and Not Applicable Data

Identify missing or not applicable data using the codes listed below. Every item in this survey requires a response unless otherwise indicated.

- **M** indicates data are missing. A value is expected, but no value is measured.
- **N** indicates data are not applicable. A value is neither expected nor measured.
- Enter **0** (zero) only for those cases where a numerical value is measured but no quantity is found.

Due Date

This survey is due on March 30 of the school year reported. Revisions and corrections will be accepted through September 30, 2004 unless otherwise noted.

Listed below are the data field name, corresponding mnemonic, alpha/numeric designation, and multiple and long format record layout positions for the Public Elementary/Secondary School Universe Survey.

NCES Agency/School Identification Numbers

<u>Field Mnemonic</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
LEAID	A	005-011	0001-0007
SCHNO	A	026-030	0022-0026

The NCES agency identification number has seven characters. A two-digit state code followed by a five-digit number, unique to each agency. These codes are assigned a five-digit NCES school identification number to each school. The agency and school identification numbers are combined by NCES to form a unique twelve-digit identifier for individual schools. **Please do not change NCES identification numbers.** If there is a problem with an NCES identification number, call **(800) 451-6236**, the Census Bureau, to discuss the issue. **The NCES identification numbers for new schools should be left blank. The ID will be assigned by the Census Bureau and requires no action by the state.** Identification numbers are retired when schools/agencies close.

State Local Education Agency/School Identification Numbers

<u>Field Mnemonic</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
STID	A	012-025	0008-0021
SEASCH	A	031-050	0027-0046

State local education agency identification numbers are assigned by the state education agency. Once assigned, these numbers are maintained and used by NCES to verify record identity. A state's education agency number may be any combination of letters and numbers up to 14 characters.

A state's school identification number may be any combination of letters and numbers up to 20 characters. Provide documentation for any missing state identification numbers. Explain any inconsistencies. For each school, report the assigned school and agency identification numbers. If schools are not assigned state identification numbers, enter code **N**.

Local Education Agency/School Name

<u>Field Mnemonic</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
LEANM	A	051-110	0047-0106
SCHNAM	A	111-160	0107-0156

Names of schools and agencies are the common designations or titles as they are known by the reporting agency. Report names for all schools. Abbreviate school names longer than 50 characters and agency names longer than 60 characters. **Appendix F** is a listing of recommended abbreviations. Report the entire name of individual schools including the type of grade served. For example, "Jones School" should be specified as **Jones Elementary School, Jones Middle School, or Jones High School**. Codes **M** or **N**, and leaving these data fields blank, are considered invalid entries.

PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

Telephone Number

Field Mnemonic	Alpha/Numeric	Multiple	Long
PHONE	A	161-170	0157-0166

Telephone number is a ten-digit number, including area code, for the school building. If the telephone number is unknown, enter code **M**. Code **N** and leaving this field blank are **invalid** entries for this data field.

Mailing Address, City, State, ZIP Code

Field Mnemonic	Alpha/Numeric	Multiple	Long
MSTREE	A	171-200	0167-0196
MCITY	A	201-230	0197-0226
MSTATE	A	231-232	0227-0228
MZIP	A	233-237	0229-0233
MZIP4	A	238-241	0234-0237

Mailing address is where the mail is delivered. This may not represent the site of the physical plant. The mailing address should include the building number and street name, Post Office Box number, RFD Route and Box number. The street and city names sometimes exceed 30 characters in length. Abbreviations are acceptable if the street and city names exceed 30 characters. Mailing addresses **must include** the city and state or outlying area abbreviation found in **Appendix F**. If a mailing street address is not required to deliver mail, enter code **N** in MSTREE. MCITY or LCITY have to be reported. If no CITY data are available, the record will be **removed** from the file. Code **M** is invalid for MSTREE, MCITY and MSTATE. ZIP code may be five or nine digits. **The nine-digit ZIP code is reported by combining two data fields, MZIP and MZIP4.** Enter the ZIP + ZIP4 if known. If the last four digits of the ZIP code are unknown, enter the five-digit ZIP, leaving the four spaces to the right blank. (The Census Bureau will no longer fill in the last 4 digits of the 9-digit ZIP code.) Provide address information for all schools.

Location Address, City, State, ZIP Code

Field Mnemonic	Alpha/Numeric	Multiple	Long
LSTREE	A	242-271	0238-0267
LCITY	A	272-301	0268-0297
LSTATE	A	302-303	0298-0299
LZIP	A	304-308	0300-0304
LZIP4	A	309-312	0305-0308

Location address is the physical location of the school. **The nine-digit ZIP code is reported by combining two data fields, LZIP and LZIP4.** Enter the street name, city, state abbreviation (**Appendix F**), and ZIP + ZIP4, if different from the mailing address. Code **M** is valid for LZIP. Leave ZIP + ZIP4 data fields blank, if ZIP values are unknown. It will be presumed the fields are the same as the MZIP + MZIP4. If the physical location address is the same as the mailing address, leave all location address fields blank. If CY mailing address fields are left blank, PY data are brought forward.

School Type Code

Field Mnemonic	Alpha/Numeric	Multiple	Long
SCHTYP	A	313-313	0309-0309

Schools must be classified into only one school type category.

School type is a classification of schools conducting elementary and/or secondary instruction or programs according to the ordinary or special instructional needs of students. The four classifications are listed below; see the Glossary for detail:

- 1 Regular School:** A public elementary/secondary school that does **NOT** focus primarily on vocational, special or alternative education although it may provide these programs in addition to a regular curriculum.
- 2 Special Education School:** A public elementary/secondary school that focuses primarily on serving needs of students with disabilities.
- 3 Vocational Education School:** A school that focuses primarily on providing secondary students with an occupationally relevant or career-related curriculum, including formal preparation for vocational, technical or professional occupations.
- 4 Alternative Education School:** A public elementary/secondary school that addresses the needs of students that typically cannot be met in a regular school program. The school provides nontraditional education; serves as an adjunct to a regular school; and falls outside the categories of regular, special education, or vocational education.

All schools providing free, public elementary or secondary education should be included. Include state-operated schools (such as schools for the deaf, the blind, and the arts and sciences); schools operated by agencies other than the state education agency (departments of corrections or health and human services); and Federally operated public schools (**EXCLUDE** Bureau of Indian Affairs and Department of Defense Dependents schools). Charter schools may be of any type, **1** through **4**. Apply the same rules in classifying charter schools that are used in classifying non-charter schools.

Provide written documentation for any charter schools, state operated schools, and/or any Federally operated schools **systematically excluded** from the files, unless such documentation has previously been reported and is on file with the CCD staff.

School type (**SCHTYP**) information will be matched by NCES with agency type (**AGTYP**) information. Codes **M** or **N** and leaving the field blank are invalid for SCHTYP.

PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

The additional agency type information will identify each school as a:

- Locally operated public school,
- Regionally operated public school,
- State-operated public school, or
- Federally operated public school

Operational Status Code

<u>Field Mnemonic</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
STATUS	A	314-314	0310-0310

Classify schools into only one operational status category.

Operational status is a classification of the operational condition of a school. The seven classifications are:

- 1 Open:** School listed on previous year's CCD School Universe. No significant change in instructional levels and programs. Currently in operation.
- 2 Closed:** School listed on previous year's CCD School Universe. Currently **NOT** in operation, is not expected to operate in the future, and should be removed from the database.
- 3 New:** School not listed on previous year's CCD School Universe **OR** previously listed as status code = 7, Future School. Newly created or completely restructured into the current instructional levels and programs. Currently in operation. (Schools not yet in operation should be coded as Future Schools, status code = 7.)
- 4 Added:** School not listed on previous year's CCD School Universe. In existence and operational but was not reported. Currently in operation and is now being Added to the CCD School Universe.
- 5 Changed Agency:** School in existence and listed on previous year's CCD School Universe as affiliated with a different education agency. The internal organization and instructional level have not changed, but the school is now affiliated with another agency.
- 6 Inactive:** School is temporarily closed (e.g. remodeling) and may reopen within three years. The school cannot report student data. Schools coded as Inactive must either Close or return to Open status within three years.
- 7 Future School:** School is scheduled to be operational within two years. The school cannot report student data. Must report directory information such as grade span and physical location. A New school (status code = 3) would NOT have to be reported first as a Future School.

Codes **M** or **N**, and leaving this data field blank are considered **invalid** entries.

Please Note: Schools with very small student populations that do not have any students in a given year (i.e., there are no students of the school grade span population) should be reported as Open schools with zero (0) in the student counts.

In the CCD survey system, a school is defined as *an institution that provides education services*. There are many changes that can take place in a school from one year to the next without affecting its status as an **Open** school (Operational Status Code = 1). Listed below are examples where the school's Operational Status Code should still = 1:

- Name change (e.g., from **PS 35** to **General McArthur Elementary School**);
- Change of address or location (e.g., from **47 Landing Road** to **122 Airport Way**). The physical plant may be either new or preexisting. If a school moves out of any old building into a newly constructed building, it is generally not considered a new school. If a new school moves into the old building, the school is considered *New* and should be added to the school file with an Operational Status Code = 3 (New);
- Minor changes in grade span (e.g., from **KG-05** to **PK-06**);
- School has reopened, regardless of how the school was reported when it was not in operation.

In each case listed above, the NCES school identification number should remain the same as in the prior year data file. **If an agency associated with a school changes, the corrected agency identification number should be provided.** Use the NCES agency identification number, if known. Use the state-assigned agency identification if the NCES number is not known. Enter the state identification number for new agencies. **The NCES identification number for new agencies must be left blank.**

Listed below are situations that may require the correction of the school Operational Status Code = 2 (Closed) or 3 (New):

- One school is merged with another that provides essentially the same grades. It is recommended that the Operational Status Code for the smaller school be set = 2 (Closed) and the Operational Status Code for the larger school remain = 1 (Open prior year and current year);
- Two schools of about equal size or with different grade spans are merged or consolidated within an existing plant or a new physical location. The Operational Status Codes for both schools should be set = 2 (Closed) and a new school created with an Operational Status Code = 3 (New).

PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

Grade Span Offered

Field Mnemonic	Alpha/Numeric	Multiple	Long
GSLO	A	315-316	0311-0312
GSHI	A	317-318	0313-0314

Grade Span is reported by combining two data fields, lowest grade span offered (GSLO) and highest grade span offered (GSHI). Report the span of grades served by this school. **INCLUDE** all grades even if students are not currently enrolled. The first two characters designate the lowest grade served. The next two characters designate the highest grade served, as follows: PK, KG, 01 through 12. If a school does not serve students, set grade span = NN. If the school serves ungraded classes only, enter UGUG. **Do not report UG12, if the school has mostly ungraded students. Report the school UGUG, even if there are a few student counts in PK, KG, or numbered grades.**

Note: A 09 through 12 school that also serves a PK or KG should report a grade span = 0912.

Title I Eligible School

Field Mnemonic	Alpha/Numeric	Multiple	Long
TITLEI	A	319-319	0315-0315

Is the school a Title I Eligible School?

A Title I school is designated, under state and Federal regulations, as being eligible for participation in programs authorized by Title I of Public Law 103-382.

NOTE: Code **M** is a valid response. Code **N** and blank are invalid responses for this data field; instead set field = 2.

- 1 Yes
- 2 No

School-wide Title I

Field Mnemonic	Alpha/Numeric	Multiple	Long
STITLI	A	320-320	0316-0316

If TITLEI = 1, then is the Title I School school-wide?
If TITLEI = 2, then set **STITLI** = **N**.

A school program where all students in a school are designated, under state and Federal regulations, as being eligible for participation in programs authorized by Title I of Public Law 103-382.

NOTE: STITLI can be set = **M**, if TITLEI = **M**.

- 1 Yes
- 2 No

Magnet School

Field Mnemonic	Alpha/Numeric	Multiple	Long
MAGNET	A	321-321	0317-0317

Is it a magnet school?

Regardless of the source of funding, i.e., Federal, state, or local government, a magnet school or program is defined as a special school or program designed to:

- Attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing or eliminating racial isolation (racial isolation occurs when a school has 50 percent or more minority enrollment); and/or
- Provide an academic or social focus on a particular program (e.g., science/math, performing arts, gifted/talented, or foreign language).

NOTE: Code **M** may only be used if Magnet schools are reported but cannot be distinguished. Code **N** or blank are invalid responses for this data field; instead set field = 2.

- 1 Yes
- 2 No

Charter School

Field Mnemonic	Alpha/Numeric	Multiple	Long
CHARTR	A	322-322	0318-0318

Is it a charter school?

A charter school provides free public elementary and/or secondary education to eligible students under a specific charter granted by the state legislature or other appropriate authority. The school is designated by such authority to be a charter school.

NOTE: Code **M** may only be used if Charter schools are reported but cannot be distinguished. Code **N** or blank are invalid responses for this data field; instead set field = 2.

- 1 Yes
- 2 No

PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

Classroom Teachers

<u>Field Mnemonic</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
FTE	N	323-327	0319-0323

The Public Elementary/Secondary School Universe Survey requests information on the total number of classroom teachers for ungraded and all PK-12 graded classes in a school, stated in full-time equivalencies (FTE). Full-time equivalency is the amount of time required to perform an assignment stated as a proportion of a full-time position. FTE is computed by dividing the amount of time employed by the time normally required by a full-time position.

Report classroom teacher FTE counts in the following manner:

- **INCLUDE** only filled positions and contract positions. **EXCLUDE** vacant positions.
- Part-time positions in terms of full-time equivalency. Full-time equivalency should be counted in tenths. For example, if a teaching position is filled by two part-time people, each working a half day, count each person as 0.5.
- Full-time employees with more than one assignment should be counted in terms of FTE in each assignment. For example, a person assigned 4 hours per day teaching and 2 hours per day counseling should be counted 0.7 for teaching and 0.3 for counseling.
- The total FTE counts for classroom teachers must be reported to the **nearest tenth**, with an **EXPLICIT DECIMAL**.

NOTE: Codes **M** and **N** are valid responses.

Free Lunch Eligible Students

<u>Field Mnemonic</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
FRELCH	N	328-331	0324-0327

Report the number, by school, of **students eligible to participate** for the Free Lunch Program under the National School Lunch Act. This program provides an indicator of the socioeconomic status of the school. **EXCLUDE** students eligible only for reduced price lunch. Enter **0** (zero) if the program exists, but there are currently no students eligible. Enter code **M** if the information is unknown or missing or code **N** if the program does not apply. **An entire state's schools CANNOT have a code N for this item since all states participate in the National School Lunch Program.**

Reduced-Price Lunch Eligible Students

<u>Field Mnemonic</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
REDLCH	N	332-335	0328-0331

Report the number, by school, of **students eligible to participate** in the Reduced-Price Lunch Program under the National School Lunch Act. Enter **0** (zero) if the program exists, but there are currently no students eligible. Enter code **M** if the information is unknown or missing, or code **N** if the program does not apply. **An entire state's schools CANNOT report code N for this item since all states participate in the National School Lunch Program.**

Total of Free Lunch and Reduced-Price Lunch Eligible

<u>Field Mnemonic</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
FLE	N	336-339	0332-0335

Report the total number of students eligible to participate in Free Lunch and Reduced-Price Lunch Programs under the National School Lunch Act. This field is the sum of the Free Lunch Eligible count and Reduced-Price Lunch Eligible count. Enter code **M** if the information is unknown or missing, or code **N** if the program does not apply. **An entire state's schools CANNOT report code N for this item since all states participate in the National School Lunch Program.**

Migrant Students Enrolled in Previous Year

<u>Field Mnemonic</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
MIGRNT	N	340-343	0336-0339

Report the cumulative unduplicated (within school) number of migrant students, as defined under 34 CFR 200.40, enrolled at any time during the **previous regular school year**.

A migrant student (as defined under 34 CFR 200.40):

- Is younger than 22 years and has not graduated from high school or does not hold a high school equivalency certificate;
- Is a migrant agricultural worker or migrant fisher or has a parent, spouse or guardian who is a migrant agricultural worker or a migrant fisher;
- Performs, or has a parent, spouse, or guardian who performs agricultural or fishing employment as a principal means of livelihood;
- Has moved within the preceding 36 months to obtain or to accompany or join a parent, spouse, or guardian to obtain temporary or seasonal employment in agricultural or fishing work;

PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

- Has moved from one school district to another; or in a state that is comprised of a single school district, has moved from one administrative area to another within such district; or resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity (applies only to Alaska).

NOTE: Codes **M** and **N** are valid responses

Students by Grade, by Race/Ethnicity, and by Gender

Report the membership data of students by grade, by racial/ethnic grouping, and by gender. Membership Count is the total student enrollment on October 1 (or the closest school day to October 1) for all grade levels (PK, KG, 01-12) and ungraded students. **INCLUDE** students both present and absent on the designated day. **EXCLUDE** duplicate counts of students within a specific school **and** students whose membership is reported by another school.

NOTE: Include students enrolled in the school who reside in the attendance area of a different agency. This can occur, for example, when a school district *tuitions out* a student to receive some services the district cannot provide. In this case the *receiving* school and agency include the student in their membership counts. Also, if the student *tuitions out* to a school district in a **different state**, count the student where he/she receives educational services.

If a grade level is served but there are currently no students, enter **0** (zero). If the detail (or other value) is not known, enter code **M**, and report Total Values. If a particular grade level is not served, enter code **N**. If using the Multiple record layout, omit records for the grades not within the grade span of the school.

Prekindergarten is part of a public school program and is taught during the year or years preceding kindergarten. Prekindergarten includes Head Start students if Head Start is part of an authorized program of the school. If there are currently no prekindergarten students, enter **0** (zero). If the number of prekindergarten students is not known, enter code **M**. If the prekindergarten services are not offered, enter code **N**.

Ungraded refers to classes or programs to which students are assigned without standard grade designation. If there are currently no ungraded students, enter **0** (zero). If the number of ungraded students is not known, enter code **M**. If the ungraded classification is not used, enter code **N**.

The **racial/ethnic categories** describe the groups to which individuals belong. Categories do not denote scientific definitions of anthropological origins. **Count each student in only one category.** Please submit the racial/ethnic data in the following manner:

American Indian/Alaska Native
Asian/Pacific Islander
Hispanic
Black, Not Hispanic
White, Not Hispanic

Mixed racial/ethnic origins: Select the category that reflects the individual's recognition in the community for reporting students who are of mixed racial and/or ethnic origins. The category definitions can be found in Chapter VI, Glossary of Terms.

PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

Prekindergarten Students

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOTPK	N	051-054	0340 - 0343
AMPKM	N	055-058	0344 - 0347
AMPKF	N	059-062	0348 - 0351
AMPKU	N	063-066	0352 - 0355
ASPKM	N	067-070	0356 - 0359
ASPKF	N	071-074	0360 - 0363
ASPKU	N	075-078	0364 - 0367
HIPKM	N	079-082	0368 - 0371
HIPKF	N	083-086	0372 - 0375
HIPKU	N	087-090	0376 - 0379
BLPKM	N	091-094	0380 - 0383
BLPKF	N	095-098	0384 - 0387
BLPKU	N	099-102	0388 - 0391
WHPKM	N	103-106	0392 - 0395
WHPKF	N	107-110	0396 - 0399
WHPKU	N	111-114	0400 - 0403

2nd Grade Students

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOT02	N	051-054	0532 - 0535
AM02M	N	055-058	0536 - 0539
AM02F	N	059-062	0540 - 0543
AM02U	N	063-066	0544 - 0547
AS02M	N	067-070	0548 - 0551
AS02F	N	071-074	0552 - 0555
AS02U	N	075-078	0556 - 0559
HI02M	N	079-082	0560 - 0563
HI02F	N	083-086	0564 - 0567
HI02U	N	087-090	0568 - 0571
BL02M	N	091-094	0572 - 0575
BL02F	N	095-098	0576 - 0579
BL02U	N	099-102	0580 - 0583
WH02M	N	103-106	0584 - 0587
WH02F	N	107-110	0588 - 0591
WH02U	N	111-114	0592 - 0595

Kindergarten Students

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOTKG	N	051-054	0404 - 0407
AMKGM	N	055-058	0408 - 0411
AMKGF	N	059-062	0412 - 0415
AMKGU	N	063-066	0416 - 0419
ASKGM	N	067-070	0420 - 0423
ASKGF	N	071-074	0424 - 0427
ASKGU	N	075-078	0428 - 0431
HIKGM	N	079-082	0432 - 0435
HIKGF	N	083-086	0436 - 0439
HIKGU	N	087-090	0440 - 0443
BLKGM	N	091-094	0444 - 0447
BLKGF	N	095-098	0448 - 0451
BLKGU	N	099-102	0452 - 0455
WHKGM	N	103-106	0456 - 0459
WHKGF	N	107-110	0460 - 0463
WHKGU	N	111-114	0464 - 0467

3rd Grade Students

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOT03	N	051-054	0596 - 0599
AM03M	N	055-058	0600 - 0603
AM03F	N	059-062	0604 - 0607
AM03U	N	063-066	0608 - 0611
AS03M	N	067-070	0612 - 0615
AS03F	N	071-074	0616 - 0619
AS03U	N	075-078	0620 - 0623
HI03M	N	079-082	0624 - 0627
HI03F	N	083-086	0628 - 0631
HI03U	N	087-090	0632 - 0635
BL03M	N	091-094	0636 - 0639
BL03F	N	095-098	0640 - 0643
BL03U	N	099-102	0644 - 0647
WH03M	N	103-106	0648 - 0651
WH03F	N	107-110	0652 - 0655
WH03U	N	111-114	0656 - 0659

1st Grade Students

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOT01	N	051-054	0468 - 0471
AM01M	N	055-058	0472 - 0475
AM01F	N	059-062	0476 - 0479
AM01U	N	063-066	0480 - 0483
AS01M	N	067-070	0484 - 0487
AS01F	N	071-074	0488 - 0491
AS01U	N	075-078	0492 - 0495
HI01M	N	079-082	0496 - 0499
HI01F	N	083-086	0500 - 0503
HI01U	N	087-090	0504 - 0507
BL01M	N	091-094	0508 - 0511
BL01F	N	095-098	0512 - 0515
BL01U	N	099-102	0516 - 0519
WH01M	N	103-106	0520 - 0523
WH01F	N	107-110	0524 - 0527
WH01U	N	111-114	0528 - 0531

4th Grade Students

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOT04	N	051-054	0660 - 0663
AM04M	N	055-058	0664 - 0667
AM04F	N	059-062	0668 - 0671
AM04U	N	063-066	0672 - 0675
AS04M	N	067-070	0676 - 0679
AS04F	N	071-074	0680 - 0683
AS04U	N	075-078	0684 - 0687
HI04M	N	079-082	0688 - 0691
HI04F	N	083-086	0692 - 0695
HI04U	N	087-090	0696 - 0699
BL04M	N	091-094	0700 - 0703
BL04F	N	095-098	0704 - 0707
BL04U	N	099-102	0708 - 0711
WH04M	N	103-106	0712 - 0715
WH04F	N	107-110	0716 - 0719
WH04U	N	111-114	0720 - 0723

PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

5th Grade Students

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOT05	N	051-054	0724 - 0727
AM05M	N	055-058	0728 - 0731
AM05F	N	059-062	0732 - 0735
AM05U	N	063-066	0736 - 0739
AS05M	N	067-070	0740 - 0743
AS05F	N	071-074	0744 - 0747
AS05U	N	075-078	0748 - 0751
HI05M	N	079-082	0752 - 0755
HI05F	N	083-086	0756 - 0759
HI05U	N	087-090	0760 - 0763
BL05M	N	091-094	0764 - 0767
BL05F	N	095-098	0768 - 0771
BL05U	N	099-102	0772 - 0775
WH05M	N	103-106	0776 - 0779
WH05F	N	107-110	0780 - 0783
WH05U	N	111-114	0784 - 0787

8th Grade Students

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOT08	N	051-054	0916 - 0919
AM08M	N	055-058	0920 - 0923
AM08F	N	059-062	0924 - 0927
AM08U	N	063-066	0928 - 0931
AS08M	N	067-070	0932 - 0935
AS08F	N	071-074	0936 - 0939
AS08U	N	075-078	0940 - 0943
HI08M	N	079-082	0944 - 0947
HI08F	N	083-086	0948 - 0951
HI08U	N	087-090	0952 - 0955
BL08M	N	091-094	0956 - 0959
BL08F	N	095-098	0960 - 0963
BL08U	N	099-102	0964 - 0967
WH08M	N	103-106	0968 - 0971
WH08F	N	107-110	0972 - 0975
WH08U	N	111-114	0976 - 0979

6th Grade Students

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOT06	N	051-054	0788 - 0791
AM06M	N	055-058	0792 - 0795
AM06F	N	059-062	0796 - 0799
AM06U	N	063-066	0800 - 0803
AS06M	N	067-070	0804 - 0807
AS06F	N	071-074	0808 - 0811
AS06U	N	075-078	0812 - 0815
HI06M	N	079-082	0816 - 0819
HI06F	N	083-086	0820 - 0823
HI06U	N	087-090	0824 - 0827
BL06M	N	091-094	0828 - 0831
BL06F	N	095-098	0832 - 0835
BL06U	N	099-102	0836 - 0839
WH06M	N	103-106	0840 - 0843
WH06F	N	107-110	0844 - 0847
WH06U	N	111-114	0848 - 0851

9th Grade Students

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOT09	N	051-054	0980 - 0983
AM09M	N	055-058	0984 - 0987
AM09F	N	059-062	0988 - 0991
AM09U	N	063-066	0992 - 0995
AS09M	N	067-070	0996 - 0999
AS09F	N	071-074	1000 - 1003
AS09U	N	075-078	1004 - 1007
HI09M	N	079-082	1008 - 1011
HI09F	N	083-086	1012 - 1015
HI09U	N	087-090	1016 - 1019
BL09M	N	091-094	1020 - 1023
BL09F	N	095-098	1024 - 1027
BL09U	N	099-102	1028 - 1031
WH09M	N	103-106	1032 - 1035
WH09F	N	107-110	1036 - 1039
WH09U	N	111-114	1040 - 1043

7th Grade Students

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOT07	N	051-054	0852 - 0855
AM07M	N	055-058	0856 - 0859
AM07F	N	059-062	0860 - 0863
AM07U	N	063-066	0864 - 0867
AS07M	N	067-070	0868 - 0871
AS07F	N	071-074	0872 - 0875
AS07U	N	075-078	0876 - 0879
HI07M	N	079-082	0880 - 0883
HI07F	N	083-086	0884 - 0887
HI07U	N	087-090	0888 - 0891
BL07M	N	091-094	0892 - 0895
BL07F	N	095-098	0896 - 0899
BL07U	N	099-102	0900 - 0903
WH07M	N	103-106	0904 - 0907
WH07F	N	107-110	0908 - 0911
WH07U	N	111-114	0912 - 0915

10th Grade Students

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOT10	N	051-054	1044 - 1047
AM10M	N	055-058	1048 - 1051
AM10F	N	059-062	1052 - 1055
AM10U	N	063-066	1056 - 1059
AS10M	N	067-070	1060 - 1063
AS10F	N	071-074	1064 - 1067
AS10U	N	075-078	1068 - 1071
HI10M	N	079-082	1072 - 1075
HI10F	N	083-086	1076 - 1079
HI10U	N	087-090	1080 - 1083
BL10M	N	091-094	1084 - 1087
BL10F	N	095-098	1088 - 1091
BL10U	N	099-102	1092 - 1095
WH10M	N	103-106	1096 - 1099
WH10F	N	107-110	1100 - 1103
WH10U	N	111-114	1104 - 1107

PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

11th Grade Students

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOT11	N	051-054	1108 - 1111
AM11M	N	055-058	1112 - 1115
AM11F	N	059-062	1116 - 1119
AM11U	N	063-066	1120 - 1123
AS11M	N	067-070	1124 - 1127
AS11F	N	071-074	1128 - 1131
AS11U	N	075-078	1132 - 1135
HI11M	N	079-082	1136 - 1139
HI11F	N	083-086	1140 - 1143
HI11U	N	087-090	1144 - 1147
BL11M	N	091-094	1148 - 1151
BL11F	N	095-098	1152 - 1155
BL11U	N	099-102	1156 - 1159
WH11M	N	103-106	1160 - 1163
WH11F	N	107-110	1164 - 1167
WH11U	N	111-114	1168 - 1171

Ungraded Students

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOTUG	N	051-054	1236 - 1239
AMUGM	N	055-058	1240 - 1243
AMUGF	N	059-062	1244 - 1247
AMUGU	N	063-066	1248 - 1251
ASUGM	N	067-070	1252 - 1255
ASUGF	N	071-074	1256 - 1259
ASUGU	N	075-078	1260 - 1263
HIUGM	N	079-082	1264 - 1267
HIUGF	N	083-086	1268 - 1271
HIUGU	N	087-090	1272 - 1275
BLUGM	N	091-094	1276 - 1279
BLUGF	N	095-098	1280 - 1283
BLUGU	N	099-102	1284 - 1287
WHUGM	N	103-106	1288 - 1291
WHUGF	N	107-110	1292 - 1295
WHUGU	N	111-114	1296 - 1299

12th Grade Students

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOT12	N	051-054	1172 - 1175
AM12M	N	055-058	1176 - 1179
AM12F	N	059-062	1180 - 1183
AM12U	N	063-066	1184 - 1187
AS12M	N	067-070	1188 - 1191
AS12F	N	071-074	1192 - 1195
AS12U	N	075-078	1196 - 1199
HI12M	N	079-082	1200 - 1203
HI12F	N	083-086	1204 - 1207
HI12U	N	087-090	1208 - 1211
BL12M	N	091-094	1212 - 1215
BL12F	N	095-098	1216 - 1219
BL12U	N	099-102	1220 - 1223
WH12M	N	103-106	1224 - 1227
WH12F	N	107-110	1228 - 1231
WH12U	N	111-114	1232 - 1235

Total Students, All Grades

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOTAL	N	051-054	1300 - 1303
AMALM	N	055-058	1304 - 1307
AMALF	N	059-062	1308 - 1311
AMALU	N	063-066	1312 - 1315
ASALM	N	067-070	1316 - 1319
ASALF	N	071-074	1320 - 1323
ASALU	N	075-078	1324 - 1327
HIALM	N	079-082	1328 - 1331
HIALF	N	083-086	1332 - 1335
HIALU	N	087-090	1336 - 1339
BLALM	N	091-094	1340 - 1343
BLALF	N	095-098	1344 - 1347
BLALU	N	099-102	1348 - 1351
WHALM	N	103-106	1352 - 1355
WHALF	N	107-110	1356 - 1359
WHALU	N	111-114	1360 - 1363

**III. PUBLIC ELEMENTARY/
SECONDARY EDUCATION
AGENCY UNIVERSE
SURVEY**

PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY

Purpose

The primary purpose of the Public Elementary/Secondary Education Agency Universe Survey is to collect data for:

- A complete listing of every education agency in the country responsible for providing free public elementary/secondary instruction or education support services, and
- Basic information for all education agencies and the students for whose education the agencies are responsible.

An Education Agency is a government agency administratively responsible for providing public elementary and/or secondary instruction or educational support services.

To avoid double counting, **EXCLUDE** Bureau of Indian Affairs or Department of Defense agencies on your agency universe file. These agencies are reported separately by the appropriate Federal Agencies.

Missing and Not Applicable Data

Identify missing or not applicable data using the codes listed below. Every item in this survey requires a response unless otherwise indicated.

- **M** indicates data are missing. A value is expected, but no value is measured.
- **N** indicates data are not applicable. A value is neither expected nor measured.
- Enter **0** (zero) only for those cases where a numerical value is measured but no quantity is found.

Due Date

This survey is due on March 30 of the school year reported. Revisions and corrections will be accepted through September 30, 2004, unless otherwise noted.

Listed below are the data field name, corresponding mnemonic, alpha/numeric designation, and multiple and long format record layout positions for the Public Elementary/Secondary Education Agency Universe Survey.

NCES Identification Numbers

Field Mnemonic	Alpha/Numeric	Multiple	Long
LEAID	A	005-011	0001-0007

The NCES agency identification number begins with a two-digit state code followed by a five-digit code unique to each agency within the state. **The NCES agency identification numbers should NOT be changed.** If you believe there is a problem with an NCES agency identification number, call the Census Bureau to discuss the issue. **NCES identification numbers for new agencies should be left blank. The ID will be assigned by the Census Bureau and requires no action by you.** Identification numbers are retired when agencies close.

State Identification Numbers

Field Mnemonic	Alpha/Numeric	Multiple	Long
STID	A	012-025	0008-0021

Local education agency identification numbers are assigned by the state education agency. Once assigned, these numbers are maintained and used by NCES to verify record identity. A state's education agency number may be any combination of letters and numbers up to 14 characters.

Provide documentation for any missing identification numbers. Explain any inconsistencies. Report the state identification number for all agencies. If agencies are not assigned state identification numbers, enter code **N**.

Education Agency Name

Field Mnemonic	Alpha/Numeric	Multiple	Long
NAME	A	026-085	0022-0081

Enter names for all agencies. Abbreviate names that are longer than 60 characters. **Appendix F** provides a listing of recommended abbreviations. Abbreviations should not be used if the full name can be entered in 60 characters. To avoid confusion, report the agency name differently from any school names associated with the agency. Adding the word **Agency** to the name can help avoid confusion when school and agency names are the same.

NOTE: Codes **M**, **N** or leaving the item blank are invalid responses for this data field.

Telephone Number

Field Mnemonic	Alpha/Numeric	Multiple	Long
PHONE	A	086-095	0082-091

Telephone number is a ten-digit number, including area code, for the education agency. If the telephone number is unknown, enter code **M**. Code **N** or leaving the item blank are **invalid** responses for this data field.

PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY

Mailing Address, City, State, ZIP Code

Field Mnemonic	Alpha/Numeric	Multiple	Long
MSTREE	A	096-125	0092-0121
MCITY	A	126-155	0122-0151
MSTATE	A	156-157	0152-0153
MZIP	A	158-162	0154-0158
MZIP4	A	163-166	0159-0162

Mailing address is the location where mail is delivered. In some cases this may not represent the site of the physical plant. The mailing address should include the building number and street name, Post Office Box number, RFD Route and Box number. If the mailing address is longer than 30 characters, use abbreviations found in **Appendix F**. If a mailing street address is not required to deliver mail, enter code **N** in MSTREE. MCITY or LCITY have to be reported. If no CITY data are available, the record will be **removed** from the file. Code **M** is invalid for MSTREE, MCITY and MSTATE. The city name can be up to 30 characters in length. Abbreviations are acceptable if the city name exceeds 30 characters. Mailing addresses must include the city and state or outlying area abbreviation found in **Appendix F**. ZIP code may be five or nine digits. **The nine-digit ZIP code is reported by combining two data fields, MZIP and MZIP4.** Enter the ZIP + ZIP4 if known. If the last four digits of the ZIP code are unknown, enter the five-digit ZIP, leaving only the four spaces to the right blank. (The Census Bureau will no longer fill in the last 4 digits of the 9-digit ZIP code.) Provide address information for all agencies.

Location Address, City, State, ZIP Code

Field Mnemonic	Alpha/Numeric	Multiple	Long
LSTREE	A	167-196	0163-0192
LCITY	A	197-226	0193-0222
LSTATE	A	227-228	0223-0224
LZIP	A	229-233	0225-0229
LZIP4	A	234-237	0230-0233

Location address is the physical location of the school. **The nine-digit ZIP code is reported by combining two data fields, LZIP and LZIP4.** Enter the street name, city, state abbreviation (**Appendix F**), and ZIP + ZIP4, if different from the mailing address. Code **M** is valid for LZIP. Leave ZIP + ZIP4 data fields blank, if ZIP values are unknown. It will be presumed the fields are the same as the MZIP + MZIP4. If the physical location address is the same as the mailing address, leave all location address fields blank. If CY mailing address fields are left blank, PY data are brought forward.

Education Agency Type Code

Field Mnemonic	Alpha/Numeric	Multiple	Long
AGTYP	A	238-238	0234-0234

Every local education agency must be classified into one education agency type category.

The education agency type code is a classification of education agencies within the geographic boundaries of a state according to the level of administrative and operational control. The seven classifications are:

- 1 Regular local school district that is NOT a component of a supervisory union:** Includes both independent school districts and those that are a dependent segment of a local government, such as a city or county. Agencies that do not operate schools (**non-ops**) but have primary responsibility to provide free public elementary and/or secondary education to school-age children within their jurisdictions should be included.
- 2 Local school district that is a component of a supervisory union:** A superintendent and administrative services are shared with other local school districts. Each agency given this code should have an entry in the **Supervisory Union Identification Number** data field corresponding to the appropriate type 2 or type 3 agency. Non-ops in supervisory unions should be included in this category.
- 3 Supervisory union administrative center, (or county superintendent's office serving the same purposes):** Each agency given this code should have an entry in the **Supervisory Union Identification Number** data field. Student and staff data reported elsewhere should **NOT** be duplicated in records carrying this code.
- 4 Regional education service agency (RESA):** Agencies created for the purposes of providing specialized educational services to other education agencies. Student and staff data reported elsewhere should **NOT** be duplicated in records carrying this code.
- 5 State agency providing elementary and/or secondary level instruction:** To school-age children in a specified population, e.g., agency responsible for state schools for the blind or deaf students, correctional facilities, and state hospitals.
- 6 Federal agency providing elementary and/or secondary level instruction:** To school-age children in a specified population. **EXCLUDE** BIA and DOD agencies.
- 7 Other education agencies:** That do not fit into the first six categories, i.e., charter schools.

For education agencies in category 7, provide on a separate sheet of paper the name of the agency; the agency type code; state agency ID; NCES agency ID; and an explanation of the nature and function of the administrative control of the education agency.

If charter schools are not under the administrative and operational control of a type 1, 2, 4 or 5 agency, report the charter school agency as a Type 7. In some states each charter school will be associated with its own unique agency. Codes **M**, **N** and leaving this item blank are invalid responses.

PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY

Supervisory Union Identification Number

Field Mnemonic	Alpha/Numeric	Multiple	Long
UNION	A	239-241	0235-0237

The supervisory union ID is the identification number of a school district within a supervisory union and may be:

- a state-assigned supervisory union number, or
- a FIPS county code if the county superintendent acts as the administrative center.

The supervisory union ID must be right-justified with leading zeros. Zero-fill this field for education agencies that are not components or administrative centers of a supervisory union. If the education agency is a type **2** or **3**, a supervisory union identification number is expected. If the agency is a type **2** or **3** and the supervisory union identification number is unknown, enter code **M**.

County Name

Field Mnemonic	Alpha/Numeric	Multiple	Long
CONAME	A	242-271	0238-0267

Enter the name of the county in which the agency is located. Enter code **M** if the county name is unknown.

FIPS County Code

Field Mnemonic	Alpha/Numeric	Multiple	Long
CONUM	A	272-276	0268-0272

The FIPS county code is a standard number that identifies each county and county-type area in the United States. Taken from the National Institute of Standards and Technology publication, FIPS Pub. 6-4, the code indicates the county where the office of the education agency's chief executive officer is located. The code number is a 5-digit number that can be obtained from the Census Bureau. If the code is unknown, enter code **M**.

Operational Status Code

Field Mnemonic	Alpha/Numeric	Multiple	Long
BOUND	A	277-277	0273-0273

Every local education agency must be classified into one operational status code. The Operational Status Code is a classification of changes in an education agency's boundaries or jurisdiction since the last report to NCES. The seven classifications are:

- 1 Open:** Agency listed on previous year's CCD Agency Universe. No significant change in geographical boundaries or instructional responsibility. Currently in

operation.

- 2 Closed:** Agency listed on previous year's CCD Agency Universe. Currently not in operation, and is not expected to operate in the future. Should be removed from the database.
- 3 New:** Agency not listed on previous year's CCD Agency Universe **OR** listed as bound code = 7, Future Agency. Newly created or completely restructured into current geographical boundaries or instructional responsibility. Could have been reported as a Future Agency last year, but this is not a requirement. (Agencies not yet in operation should be coded as Future Agencies, code = 7.)
- 4 Added:** Agency not listed on previous year's CCD Agency Universe. In existence then but not reported. Currently in operation and is now being added.
- 5 Changed Boundary:** Agency in existence and listed on previous year's CCD Agency Universe, but has undergone a significant change in geographic boundaries or instructional responsibility.
- 6 Inactive:** Agency is temporarily closed and may reopen within three years. Agency cannot report student data. Agencies coded as Inactive must either Close or return to Open status within three years.
- 7 Future Agency:** Agency is scheduled to be operational within two years. The agency cannot report any student data. Must report directory information such as grade span and physical location. A New agency (bound code = 3) would NOT have to be reported first as a Future Agency.

The predominant change in education agency structure has been the consolidation of smaller agencies into larger agencies. Consolidations are usually reported in one of two ways:

- Several agencies of approximately equal size are merged to form one new agency that is much larger and fundamentally different from the previous agencies. Set the Operational Status Code of the old agencies = **2** (Closed). Assign Operational Status Code = **3** (New) to the newly created agency. The NCES identification number for a new agency **must be left blank**.
- One or more small agencies are acquired or added to a larger, previously existing, agency. Set the Operational Status Code for the smaller agencies = **2** (Closed) and the Operational Status Code for the larger agency = **5** (Change Boundary).

PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY

Note: Codes **M**, **N** or leaving item blank are invalid responses.

Provide written documentation for the changes that have occurred. This is critical in order for NCES to assign correct identification numbers to schools whose agency has changed. Use the NCES agency identification number, if known. Use the state-assigned agency identification if the NCES number is not known. You may enter the state identification number for new agencies.

Grade Span Offered

<u>Field Mnemonic</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
GSLO	A	278-279	0274-0275
GSHI	A	280-281	0276-0277

Grade Span is reported by combining two data fields, lowest grade span offered (GSLO) and highest grade span offered (GSHI). Report the span of grades served by this agency.

INCLUDE all grades even if students are not currently enrolled. The first two characters designate the lowest grade served. The next two characters designate the highest grade served, as follows: PK, KG, 01 through 12. If an agency does not serve students, set grade span = NN. If the agency serves ungraded classes only, enter UGUG. The agency grade span should be consistent with the grade spans of its associated schools.

Students

Report the total number of students in membership for ungraded students, PK-12 combined. **INCLUDE** students with individualized education programs (IEP).

- Ungraded plus PK-12 should equal the total student membership of the agency.
- **EXCLUDE** duplicate counts of students within a specific agency **and** students whose membership is reported by another agency.
- Students who are tuitioned out to other agencies should be reported under the *receiving agency* in which they receive services.

Ungraded Students

<u>Field Mnemonic</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
UG	N	282-288	0278-0284

Report the number of students in classes or programs where students are assigned other than standard grade designations. If the Ungraded classification is used, but there are currently no Ungraded students, enter **0** (zero). If the number of Ungraded students is not known, enter code **M**. If the Ungraded classification is not used, use code **N**.

PK-12 Students

<u>Field Mnemonic</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
PK12	N	289-295	0285-0291

Report the number of students in graded classes within the public school program. **Include** Head Start participants if Head Start is an authorized program of the education agency.

NOTE: Include students enrolled in the agency's school who reside in the attendance area of a different agency. This can occur, for example, when a school district *tuitions out* a student to receive some services the district cannot provide. In this case the *receiving* school and agency include the student in their membership counts.

If PK-12 students are expected, but there are no students currently enrolled, enter **0** (zero). If the number of PK-12 students is not known, enter code **M**. If the agency does not use grades PK-12, enter code **N**.

Migrant Students Served in a Summer Program

<u>Field Mnemonic</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
MIGRNT	N	296-302	0292-0298

Report the number of migrant students, as defined under 34 CFR 200.40, **enrolled in summer programs immediately prior to the current school year (2003 - 04)**. See Chapter VI, Glossary of Terms, for a more detailed explanation.

If migrant students are expected, but there are no migrant students currently enrolled, enter **0** (zero). If the number of migrant students is not known, enter code **M**. If the agency does not collect migrant student counts, enter code **N**.

Special Education - Individualized Education Program (IEP) Students

<u>Field Mnemonic</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
SPECED	N	303-309	0299-0305

Report the number students having Individualized Education Programs (IEP) under the Individuals with Disabilities Education Act (IDEA-Part B) on December 1, or the closest school day to that date. (This number is a subset of the Ungraded and PK-12 fields.) If both Ungraded students and PK-12 students were reported as code **N**, then code **N** is an acceptable response for this item. In all other cases, only code **M**, zero, or a positive number is an acceptable response. **Do not include Gifted and Talented in this count.**

PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY

English Language Learner (formerly known as Limited-English-Proficient) Students

Field Mnemonic	Alpha/Numeric	Multiple	Long
ELL	N	310-316	0306-0312

Report the number of English Language Learner (formerly known as Limited English Proficient) Students served in appropriate programs. (This number is a subset of the Ungraded and PK-12 fields.) ELL students are served in programs of language assistance (e.g., English as a Second Language, High Intensity Language Training, bilingual education). If both Ungraded students and PK-12 students were reported as code **N**, then code **N** is an acceptable response for this item. In all other cases, only code **M**, zero, or a positive number is an acceptable response. **Exclude students enrolled to learn a language other than English.** See Chapter VI, Glossary of Terms, for a more detailed explanation.

Instructional Staff

Field Mnemonic	Alpha/Numeric	Multiple	Long
PKTCH	N	026-032	0313-0319
KGTCH	N	033-039	0320-0326
ELMTCH	N	040-046	0327-0333
SECTCH	N	047-053	0334-0340
UGTCH	N	054-060	0341-0347
TOTTCH	N	061-067	0348-0354
AIDES	N	068-074	0355-0361
CORSUP	N	075-081	0362-0368

Include all teachers (prekindergarten, kindergarten, elementary, secondary, ungraded, total), instructional coordinators and supervisors, and instructional aides. For specific definitions, refer to Chapter VI, Glossary of Terms. **INCLUDE** the following instructional staff:

- Positions filled by direct hire and by contracting. **EXCLUDE** vacant positions.
- Report part-time (P/T) staff in terms of FTE (full-time equivalency). FTE should be counted in tenths. For example, if a teaching position is filled by two P/T people, each working a half day, count each person as 0.5.
- Full-time employees with more than one assignment should be counted in terms of FTE in each assignment. For example, a person assigned 4 hours per day teaching and 2 hours per day counseling should be counted 0.7 for teaching and 0.3 for counseling.
- The total FTE counts for instructional staff must be reported to the **nearest tenth**, with an **EXPLICIT** decimal.

Each field must have an entry - a numeric value; code **M**; or code **N**.

Support Services Staff

Field Mnemonic	Alpha/Numeric	Multiple	Long
ELMGUI	N	082-088	0369-0375
SECGUI	N	089-095	0376-0382
TOTGUI	N	096-102	0383-0389
LIBSPE	N	103-109	0390-0396
LIBSUP	N	110-116	0397-0403
LEAADM	N	117-123	0404-0410
LEASUP	N	124-130	0411-0417
SCHADM	N	131-137	0418-0424
SCHSUP	N	138-144	0425-0431
STUSUP	N	145-151	0432-0438
OTHSUP	N	152-158	0439-0445

Include all non-instructional staff (elementary guidance counselors, secondary guidance counselors, total guidance counselors, librarians/media specialists, library/media support staff, LEA administrators, LEA administrative support staff, school administrators, school administrative support staff, student support services staff, and all other support staff). For categories definitions, see Chapter VI, Glossary of Terms. **INCLUDE** the following support services staff:

- Positions filled by direct hire and by contracting. **EXCLUDE** vacant positions.
- Report part-time staff in terms of full-time equivalency (FTE). Full-time equivalency should be counted in tenths. For example, if a guidance counselor position is filled by two part-time people, each working a half day, count each person as 0.5.
- Full-time employees with more than one assignment should be counted in terms of full-time equivalency in each assignment. For example, a person assigned 4 hours per day teaching and 2 hours per day counseling should be counted 0.7 for teaching and 0.3 for counseling.
- The total FTE counts for support services staff categories must be reported to the **nearest tenth**, with an **EXPLICIT DECIMAL**.

Each field must have an entry - a numeric value; code **M**; or code **N**.

PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY

High School Completion Counts

Report counts of diploma recipients and other high school completers by race/ethnicity and by gender. **INCLUDE** all individuals who received diplomas, certificate of completion or other formal indications of high school completion. **DO NOT include high school General Education Development (GED) credential recipients.**

These high school completion counts are taken at the end of the **PREVIOUS** school year and at the **end of summer prior** to the current school year. High school completers in agencies that closed due to reorganization should be reported at the appropriate remaining agency.

The **racial/ethnic categories** describe the groups to which individuals belong. Categories do not denote scientific definitions of anthropological origins. **Count each student in only one category.** Please submit the racial/ethnic data in the following manner:

American Indian/Alaska Native
Asian/Pacific Islander
Hispanic
Black, Not Hispanic
White, Not Hispanic

Mixed racial/ethnic origins: Select the category that reflects the individual's recognition in the community for reporting students who are of mixed racial and/or ethnic origins. The category definitions can be found in Chapter VI, Glossary of Terms.

Diploma Recipients by Race/Ethnicity and by Gender

<u>Field Mnemonic</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOTDPL	N	026-031	0446-0451
AMDPLM	N	032-037	0452-0457
AMDPLF	N	038-043	0458-0463
AMDPLU	N	044-049	0464-0469
ASDPLM	N	050-055	0470-0475
ASDPLF	N	056-061	0476-0481
ASDPLU	N	062-067	0482-0487
HIDPLM	N	068-073	0488-0493
HIDPLF	N	074-079	0494-0499
HIDPLU	N	080-085	0500-0505
BLDPLM	N	086-091	0506-0511
BLDPLF	N	092-097	0512-0517
BLDPLU	N	098-103	0518-0523
WHDPLM	N	104-109	0524-0529
WHDPLF	N	110-115	0530-0535
WHDPLU	N	116-121	0536-0541

Report the number of individuals who received a diploma during the **PREVIOUS** school year and subsequent summer school by race/ethnicity and by gender.

Use code **N** only if the education agency does not serve students in the appropriate grade or age range to be eligible for a diploma.

Other High School Completers by Race/Ethnicity and by Gender

<u>Field Mnemonic</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOTOHC	N	026-031	0542-0547
AMOHCM	N	032-037	0548-0553
AMOHCF	N	038-043	0554-0559
AMOHCU	N	044-049	0560-0565
ASOHCM	N	050-055	0566-0571
ASOHCF	N	056-061	0572-0577
ASOHCU	N	062-067	0578-0583
HIOHCM	N	068-073	0584-0589
HIOHCF	N	074-079	0590-0595
HIOHCU	N	080-085	0596-0601
BLOHCM	N	086-091	0602-0607
BLOHCF	N	092-097	0608-0613
BLOHCU	N	098-103	0614-0619
WHOHCM	N	104-109	0620-0625
WHOHCF	N	110-115	0626-0631
WHOHCU	N	116-121	0632-0637

Enter the number of individuals who received a certificate of completion in lieu of a diploma during the **PREVIOUS** school year and subsequent summer by race/ethnicity and by gender.

Use code **N** if the education agency does not serve students in the appropriate grade or age range or if the other high school completer credential is not awarded in the state or agency.

PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY

Dropouts by Grade, by Race/Ethnicity and by Gender

Report counts of student dropouts for each local education agency based on the detailed instructions found in Appendix G. You may contact Beth Young at NCES (email: Lee.Hoffman@ed.gov or FAX: (202) 502-7475) for questions regarding the dropout definition.

Enter numbers of students who dropped out of grades 7 through 12. Report dropouts for grades 7-12, by race/ethnicity and gender. Ungraded dropouts should be assigned to the grade most appropriate to their age.

If a grade level is served but there were no dropouts, enter a **0** (zero). If the racial or gender detail (or other value) is not known, enter code **M**, and report Total values. If a particular grade level is not served, enter code **N**. If using the *Multiple* record layout, omit records for the grades not within the grade span of the agency.

The **racial/ethnic categories** describe the groups to which individuals belong. Categories do not denote scientific definitions of anthropological origins. **Count each student in only one category.** Please submit the racial/ethnic data in the following manner:

- American Indian/Alaska Native
- Asian/Pacific Islander
- Hispanic
- Black, Not Hispanic
- White, Not Hispanic

Mixed racial/ethnic origins: Select the category that reflects the individual's recognition in the community for reporting students who are of mixed racial and/or ethnic origins. The category definitions can be found in Chapter VI, Glossary of Terms.

PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY

7th Grade Dropouts

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOTD07	N	026-031	0638 - 0643
AMD07M	N	032-037	0644 - 0649
AMD07F	N	038-043	0650 - 0655
AMD07U	N	044-049	0656 - 0661
ASD07M	N	050-055	0662 - 0667
ASD07F	N	056-061	0668 - 0673
ASD07U	N	062-067	0674 - 0679
HID07M	N	068-073	0680 - 0685
HID07F	N	074-079	0686 - 0691
HID07U	N	080-085	0692 - 0697
BLD07M	N	086-091	0698 - 0703
BLD07F	N	092-097	0704 - 0709
BLD07U	N	098-103	0710 - 0715
WHD07M	N	104-109	0716 - 0721
WHD07F	N	110-115	0722 - 0727
WHD07U	N	116-121	0728 - 0733

10th Grade Dropouts

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOT10	N	026-031	0926 - 0931
AM10M	N	032-037	0932 - 0937
AM10F	N	038-043	0938 - 0943
AM10U	N	044-049	0944 - 0949
AS10M	N	050-055	0950 - 0955
AS10F	N	056-061	0956 - 0961
AS10U	N	062-067	0962 - 0967
HI10M	N	068-073	0968 - 0973
HI10F	N	074-079	0974 - 0979
HI10U	N	080-085	0980 - 0985
BL10M	N	086-091	0986 - 0991
BL10F	N	092-097	0992 - 0997
BL10U	N	098-103	0998 - 1003
WH10M	N	104-109	1004 - 1009
WH10F	N	110-115	1010 - 1015
WH10U	N	116-121	1016 - 1021

8th Grade Dropouts

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOT08	N	026-031	0734 - 0739
AM08M	N	032-037	0740 - 0745
AM08F	N	038-043	0746 - 0751
AM08U	N	044-049	0752 - 0757
AS08M	N	050-055	0758 - 0763
AS08F	N	056-061	0764 - 0769
AS08U	N	062-067	0770 - 0775
HI08M	N	068-073	0776 - 0781
HI08F	N	074-079	0782 - 0787
HI08U	N	080-085	0788 - 0793
BL08M	N	086-091	0794 - 0799
BL08F	N	092-097	0800 - 0805
BL08U	N	098-103	0806 - 0811
WH08M	N	104-109	0812 - 0817
WH08F	N	110-115	0818 - 0823
WH08U	N	116-121	0824 - 0829

11th Grade Dropouts

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOT11	N	026-031	1022 - 1027
AM11M	N	032-037	1028 - 1033
AM11F	N	038-043	1034 - 1039
AM11U	N	044-049	1040 - 1045
AS11M	N	050-055	1046 - 1051
AS11F	N	056-061	1052 - 1057
AS11U	N	062-067	1058 - 1063
HI11M	N	068-073	1064 - 1069
HI11F	N	074-079	1070 - 1075
HI11U	N	080-085	1076 - 1081
BL11M	N	086-091	1082 - 1087
BL11F	N	092-097	1088 - 1093
BL11U	N	098-103	1094 - 1099
WH11M	N	104-109	1100 - 1105
WH11F	N	110-115	1106 - 1111
WH11U	N	116-121	1112 - 1117

9th Grade Dropouts

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOT09	N	026-031	0830 - 0835
AM09M	N	032-037	0836 - 0841
AM09F	N	038-043	0842 - 0847
AM09U	N	044-049	0848 - 0853
AS09M	N	050-055	0854 - 0859
AS09F	N	056-061	0860 - 0865
AS09U	N	062-067	0866 - 0871
HI09M	N	068-073	0872 - 0877
HI09F	N	074-079	0878 - 0883
HI09U	N	080-085	0884 - 0889
BL09M	N	086-091	0890 - 0895
BL09F	N	092-097	0896 - 0901
BL09U	N	098-103	0902 - 0907
WH09M	N	104-109	0908 - 0913
WH09F	N	110-115	0914 - 0919
WH09U	N	116-121	0920 - 0925

12th Grade Dropouts

<u>Field Name</u>	<u>Alpha/Numeric</u>	<u>Multiple</u>	<u>Long</u>
TOT12	N	026-031	1118 - 1123
AM12M	N	032-037	1124 - 1129
AM12F	N	038-043	1130 - 1135
AM12U	N	044-049	1136 - 1141
AS12M	N	050-055	1142 - 1147
AS12F	N	056-061	1148 - 1153
AS12U	N	062-067	1154 - 1159
HI12M	N	068-073	1160 - 1165
HI12F	N	074-079	1166 - 1171
HI12U	N	080-085	1172 - 1177
BL12M	N	086-091	1178 - 1183
BL12F	N	092-097	1184 - 1189
BL12U	N	098-103	1190 - 1195
WH12M	N	104-109	1196 - 1201
WH12F	N	110-115	1202 - 1207
WH12U	N	116-121	1208 - 1213

IV. STATE NONFISCAL SURVEY

STATE NONFISCAL SURVEY

Purpose

The primary purpose of the State Nonfiscal Survey is to collect basic information on public elementary and secondary school students and staff for each state, the District of Columbia, the Bureau of Indian Affairs, the Department of Defense Dependents Schools, and the outlying territories with a U.S. relationship. The State Nonfiscal Survey collects **state aggregate data**.

State aggregate data cover all education agencies providing free public elementary and secondary education within a state. The education agencies included on the State Nonfiscal Survey should be the same as those provided to NCES on the Elementary/Secondary Agency Universe Report, this includes data for public Regional Education Service Agencies (RESA). If this conflicts with state law or practice, please note.

To avoid double counting, EXCLUDE Bureau of Indian Affairs or Department of Defense agencies from your State Nonfiscal file. These agencies are reported separately by the appropriate Federal Agencies.

Missing and Not Applicable Data

Identify missing or not applicable data using the codes listed below. Every item in this survey requires a response unless otherwise indicated.

- **M** indicates data are missing. A value is expected, but no value is measured.
- **N** indicates data are not applicable. A value is neither expected nor measured.
- Enter **0** (zero) only for those cases where a numerical value is measured but no quantity is found.

Due Date

This survey is due on March 30 of the school year reported. Revisions and corrections will be accepted through September 30, 2004, unless otherwise noted.

Survey Instruments

A web-based form is available to help you complete the State Nonfiscal Survey. It is located at the following Census Bureau web site:

<http://www.census.gov/govs/www/ccd.html>

Listed below are the data field description, corresponding mnemonic, long format record layout positions for the State Nonfiscal Survey.

State Education Agency Information

Description	Field Name	Long
State Education Agency Name	SEANAME	009-043
Mailing Street Address	STREET	044-068
City	CITY	069-086
State	STNAME	087-111
ZIP Code	ZIP	112-116
ZIP4	ZIP4	117-121
Area Code + Phone Number	PHONE	122-135

Enter the State Education Agency Name, Mailing Street Address, City, State, ZIP Code, ZIP4, and Area Code + phone number.

Instructional Staff

Description	Field Name	Long
Prekindergarten Teachers	PKTCH	136-140
Kindergarten Teachers	KGTCH	141-145
Elementary Teachers	ELMTCH	146-151
Secondary Teachers	SECTCH	152-157
Teachers of Ungraded Classes	UGTCH	158-162
Total FTE Teachers	TOTTCH	163-168
Instructional Aides	AIDES	169-173
Instructional Coordinators/Supervisors	CORSUP	174-178

Report Full-Time Equivalency (FTE) counts **rounded to the nearest whole number** for each instructional staff category listed. Include all teachers, aides, coordinators and supervisors. For detailed definitions, refer to Chapter VI, Glossary of Terms.

Support Services Staff

Description	Field Name	Long
Elementary Guidance Counselors	ELMGUI	179-182
Secondary Guidance Counselors	SECGUI	183-186
Total Guidance Counselors	TOTGUI	187-190
Librarians/Media Specialists	LIBSPE	191-194
Library Support Staff	LIBSUP	195-198
LEA Administrators	LEAADM	199-203
LEA Administrative Support Staff	LEASUP	204-208
School Administrators	SCHADM	209-213
School Administrative Support Staff	SCHSUP	214-218
Student Support Services	STUSUP	219-223
All Other Support Services Staff	OTHSUP	224-229

Report Full-Time Equivalency (FTE) counts **rounded to the nearest whole number** for each support services category listed. Include all non-instructional staff. For detailed definitions, refer to Chapter VI, Glossary of Terms.

Student Counts by Grade

Description	Field Name	Long
Prekindergarten	PK	230-235
Kindergarten	KG	236-241
Grade 01	G01	242-247
Grade 02	G02	248-253
Grade 03	G03	254-259
Grade 04	G04	260-265
Grade 05	G05	266-271
Grade 06	G06	272-277
Grade 07	G07	278-283
Grade 08	G08	284-289
Grade 09	G09	290-295
Grade 10	G10	296-301
Grade 11	G11	302-307
Grade 12	G12	308-313
Ungraded	UG	314-319
Total	MEMBER	320-327

Report student membership counts by grade (PK-12, ungraded). Report all students for whom the state or local governments within the state are obligated to provide a free, public elementary/secondary education. **EXCLUDE** students served in schools or agencies operated by the Bureau of Indian Affairs or the Department of Defense. The definition of membership is provided in Chapter VI, Glossary of Terms. **Assign each student to only one grade level.**

Students by Grade and by Race/Ethnicity

Report the student membership counts by grade (PK, KG, 01-12), ungraded and by race/ethnicity. Membership Count is the total student enrollment on October 1 (or the closest school day to October 1) for all grade levels (PK, KG, 01-12) and ungraded students. **INCLUDE** students both present and absent on the designated day. If a grade level is served but there are currently no students, enter **0** (zero). If the detail (or other value) is not known, enter code **M**, and report Total Values. If a particular grade level is not served, enter code **N**.

The **racial/ethnic categories** describe the groups to which individuals belong. Categories do not denote scientific definitions of anthropological origins. **Count each student in only one category.** Please submit the racial/ethnic data in the following manner:

American Indian/Alaska Native
Asian/Pacific Islander
Hispanic
Black, Not Hispanic
White, Not Hispanic

Mixed racial/ethnic origins: Select the category that reflects the individual's recognition in the community for reporting students who are of mixed racial and/or ethnic origins. The category definitions can be found in Chapter VI, Glossary of Terms.

High School Completion Counts

Description	Field Name	Long
Diploma Recipients	REGDIP	328-333
High School Equivalency Recipients	EQUIV	340-345
Other High School Completers	OTHCOM	346-351

Report the number of diploma recipients, high school equivalency recipients, and other high school completers.

- **Diploma Recipients:** Graduates who received a diploma during the **PREVIOUS school year** and subsequent summer.
- **High School Equivalency Recipients:** Individuals **age 19 years or younger** who received a high school equivalency certificate during the **PREVIOUS school year** and subsequent summer.
- **Other High School Completers:** Individuals who received a certificate of attendance or other certificate of completion in lieu of a diploma during the **PREVIOUS school year** and subsequent summer.

If a credential is issued in the state, but no students were awarded that credential in the year reported, enter **0** (zero). If the detail (or other value) is not known, enter code **M**, and report Total Values. If a particular category is not used, enter code **N**.

High School Completion Counts by Race/Ethnicity

Report high school completion numbers (diploma recipients, high school equivalency recipients, and other high school completers) by race/ethnicity.

The **racial/ethnic categories** describe the groups to which individuals belong. Categories do not denote scientific definitions of anthropological origins. **Count each student in only one category.** Please submit the racial/ethnic data in the categories listed under **Students by Grade and by Race/Ethnicity**.

Mixed racial/ethnic origins: Select the category that reflects the individual's recognition in the community for reporting students who are of mixed racial and/or ethnic origins. The category definitions can be found in Chapter VI, Glossary of Terms.

V. APPENDICES

APPENDIX A-1: SCHOOL UNIVERSE SHUTTLE

National Center for Education Statistics

OMB No. 1850-0067
Expires 11/30/2004

Public Elementary/Secondary School Universe Survey

<u>Description</u>	<u>Data Field</u>	<u>Description</u>	<u>Data Field</u>
NCES Education Agency ID	LEAID	School Type Code	SCHTYP
State Education Agency ID	STID	Operational Status Code	STATUS
NCES School ID	SCHNO	Grade Span Offered - Lowest grade	GSLO
State School ID	SEASCH	Grade Span Offered - Highest grade	GSHI
Name of Education Agency	LEANM	Title I School	TITLEI
Name of School	SCHNAM	If yes, School-wide Title I	STITLI
Telephone Number (Area Code and Phone Number)	PHONE	Magnet School	MAGNET
Mailing Address - Street	MSTREE	Charter School	CHARTR
Mailing Address - City	MCITY	Classroom Teacher Count (1 explicit decimal point)	FTE
Mailing Address - State (P.O. Abbreviation)	MSTATE	Students Eligible for Free Lunch	FRELCH
Mailing Address - ZIP (digits 1 thru 5)	MZIP	Students Eligible for Reduced-Price Lunch	REDLCH
Mailing Address - ZIP4 (digits 6 thru 9)	MZIP4	Total of Free Lunch and Reduced-Price Lunch Eligible	FLE
Physical Location Address - Street	LSTREE	Migrant Students Enrolled in Previous Year	MIGRNT
Physical Location Address - City	LCITY		
Physical Location Address - State (P.O. Abbreviation)	LSTATE		
Physical Location Address - ZIP (digits 1 thru 5)	LZIP		
Physical Location Address - ZIP4 (digits 6 thru 9)	LZIP4		

Paperwork Burden Statement - According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0067. The time required to complete this information collection is estimated to average 55.5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NCES, U.S. Department of Education, 1990 K Street NW, Room 9087, Washington D.C. 20006-5651

APPENDIX A-1: SCHOOL UNIVERSE SHUTTLE

Public Elementary/Secondary School Universe Survey

Prekindergarten Students:

<u>Description</u>	<u>Data Field</u>
Total Prekindergarten Students	TOTPK
American Indian/Alaska Native - male	AMPKM
American Indian/Alaska Native - female	AMPKF
American Indian/Alaska Native - unknown	AMPKU
Asian/Pacific Islander - male	ASPKM
Asian/Pacific Islander - female	ASPKF
Asian/Pacific Islander - unknown	ASPKU
Hispanic - male	HIPKM
Hispanic - female	HIPKF
Hispanic - unknown	HIPKU
Black, not Hispanic - male	BLPKM
Black, not Hispanic - female	BLPKF
Black, not Hispanic - unknown	BLPKU
White, not Hispanic - male	WHPKM
White, not Hispanic - female	WHPKF
White, not Hispanic - unknown	WHPKU

Second Grade Students:

<u>Description</u>	<u>Data Field</u>
Total Grade 2 Students	TOT02
American Indian/Alaska Native - male	AM02M
American Indian/Alaska Native - female	AM02F
American Indian/Alaska Native - unknown	AM02U
Asian/Pacific Islander - male	AS02M
Asian/Pacific Islander - female	AS02F
Asian/Pacific Islander - unknown	AS02U
Hispanic - male	HI02M
Hispanic - female	HI02F
Hispanic - unknown	HI02U
Black, not Hispanic - male	BL02M
Black, not Hispanic - female	BL02F
Black, not Hispanic - unknown	BL02U
White, not Hispanic - male	WH02M
White, not Hispanic - female	WH02F
White, not Hispanic - unknown	WH02U

Kindergarten Students:

<u>Description</u>	<u>Data Field</u>
Total Kindergarten Students	TOTKG
American Indian/Alaska Native - male	AMKGM
American Indian/Alaska Native - female	AMKGF
American Indian/Alaska Native - unknown	AMKGU
Asian/Pacific Islander - male	ASKGM
Asian/Pacific Islander - female	ASKGF
Asian/Pacific Islander - unknown	ASKGU
Hispanic - male	HIKGM
Hispanic - female	HIKGF
Hispanic - unknown	HIKGU
Black, not Hispanic - male	BLKGM
Black, not Hispanic - female	BLKGF
Black, not Hispanic - unknown	BLKGU
White, not Hispanic - male	WHKGM
White, not Hispanic - female	WHKGF
White, not Hispanic - unknown	WHKGU

Third Grade Students:

<u>Description</u>	<u>Data Field</u>
Total Grade 3 Students	TOT03
American Indian/Alaska Native - male	AM03M
American Indian/Alaska Native - female	AM03F
American Indian/Alaska Native - unknown	AM03U
Asian/Pacific Islander - male	AS03M
Asian/Pacific Islander - female	AS03F
Asian/Pacific Islander - unknown	AS03U
Hispanic - male	HI03M
Hispanic - female	HI03F
Hispanic - unknown	HI03U
Black, not Hispanic - male	BL03M
Black, not Hispanic - female	BL03F
Black, not Hispanic - unknown	BL03U
White, not Hispanic - male	WH03M
White, not Hispanic - female	WH03F
White, not Hispanic - unknown	WH03U

First Grade Students:

<u>Description</u>	<u>Data Field</u>
Total Grade 1 Students	TOT01
American Indian/Alaska Native - male	AM01M
American Indian/Alaska Native - female	AM01F
American Indian/Alaska Native - unknown	AM01U
Asian/Pacific Islander - male	AS01M
Asian/Pacific Islander - female	AS01F
Asian/Pacific Islander - unknown	AS01U
Hispanic - male	HI01M
Hispanic - female	HI01F
Hispanic - unknown	HI01U
Black, not Hispanic - male	BL01M
Black, not Hispanic - female	BL01F
Black, not Hispanic - unknown	BL01U
White, not Hispanic - male	WH01M
White, not Hispanic - female	WH01F
White, not Hispanic - unknown	WH01U

Fourth Grade Students:

<u>Description</u>	<u>Data Field</u>
Total Grade 4 Students	TOT04
American Indian/Alaska Native - male	AM04M
American Indian/Alaska Native - female	AM04F
American Indian/Alaska Native - unknown	AM04U
Asian/Pacific Islander - male	AS04M
Asian/Pacific Islander - female	AS04F
Asian/Pacific Islander - unknown	AS04U
Hispanic - male	HI04M
Hispanic - female	HI04F
Hispanic - unknown	HI04U
Black, not Hispanic - male	BL04M
Black, not Hispanic - female	BL04F
Black, not Hispanic - unknown	BL04U
White, not Hispanic - male	WH04M
White, not Hispanic - female	WH04F
White, not Hispanic - unknown	WH04U

APPENDIX A-1: SCHOOL UNIVERSE SHUTTLE

Public Elementary/Secondary School Universe Survey

Fifth Grade Students:

<u>Description</u>	<u>Data Field</u>
Total Grade 5 Students	TOT05
American Indian/Alaska Native - male	AM05M
American Indian/Alaska Native - female	AM05F
American Indian/Alaska Native - unknown	AM05U
Asian/Pacific Islander - male	AS05M
Asian/Pacific Islander - female	AS05F
Asian/Pacific Islander - unknown	AS05U
Hispanic - male	HI05M
Hispanic - female	HI05F
Hispanic - unknown	HI05U
Black, not Hispanic - male	BL05M
Black, not Hispanic - female	BL05F
Black, not Hispanic - unknown	BL05U
White, not Hispanic - male	WH05M
White, not Hispanic - female	WH05F
White, not Hispanic - unknown	WH05U

Eighth Grade Students:

<u>Description</u>	<u>Data Field</u>
Total Grade 8 Students	TOT08
American Indian/Alaska Native - male	AM08M
American Indian/Alaska Native - female	AM08F
American Indian/Alaska Native - unknown	AM08U
Asian/Pacific Islander - male	AS08M
Asian/Pacific Islander - female	AS08F
Asian/Pacific Islander - unknown	AS08U
Hispanic - male	HI08M
Hispanic - female	HI08F
Hispanic - unknown	HI08U
Black, not Hispanic - male	BL08M
Black, not Hispanic - female	BL08F
Black, not Hispanic - unknown	BL08U
White, not Hispanic - male	WH08M
White, not Hispanic - female	WH08F
White, not Hispanic - unknown	WH08U

Sixth Grade Students:

<u>Description</u>	<u>Data Field</u>
Total Grade 6 Students	TOT06
American Indian/Alaska Native - male	AM06M
American Indian/Alaska Native - female	AM06F
American Indian/Alaska Native - unknown	AM06U
Asian/Pacific Islander - male	AS06M
Asian/Pacific Islander - female	AS06F
Asian/Pacific Islander - unknown	AS06U
Hispanic - male	HI06M
Hispanic - female	HI06F
Hispanic - unknown	HI06U
Black, not Hispanic - male	BL06M
Black, not Hispanic - female	BL06F
Black, not Hispanic - unknown	BL06U
White, not Hispanic - male	WH06M
White, not Hispanic - female	WH06F
White, not Hispanic - unknown	WH06U

Ninth Grade Students:

<u>Description</u>	<u>Data Field</u>
Total Grade 9 Students	TOT09
American Indian/Alaska Native - male	AM09M
American Indian/Alaska Native - female	AM09F
American Indian/Alaska Native - unknown	AM09U
Asian/Pacific Islander - male	AS09M
Asian/Pacific Islander - female	AS09F
Asian/Pacific Islander - unknown	AS09U
Hispanic - male	HI09M
Hispanic - female	HI09F
Hispanic - unknown	HI09U
Black, not Hispanic - male	BL09M
Black, not Hispanic - female	BL09F
Black, not Hispanic - unknown	BL09U
White, not Hispanic - male	WH09M
White, not Hispanic - female	WH09F
White, not Hispanic - unknown	WH09U

Seventh Grade Students:

<u>Description</u>	<u>Data Field</u>
Total Grade 7 Students	TOT07
American Indian/Alaska Native - male	AM07M
American Indian/Alaska Native - female	AM07F
American Indian/Alaska Native - unknown	AM07U
Asian/Pacific Islander - male	AS07M
Asian/Pacific Islander - female	AS07F
Asian/Pacific Islander - unknown	AS07U
Hispanic - male	HI07M
Hispanic - female	HI07F
Hispanic - unknown	HI07U
Black, not Hispanic - male	BL07M
Black, not Hispanic - female	BL07F
Black, not Hispanic - unknown	BL07U
White, not Hispanic - male	WH07M
White, not Hispanic - female	WH07F
White, not Hispanic - unknown	WH07U

Tenth Grade Students:

<u>Description</u>	<u>Data Field</u>
Total Grade 10 Students	TOT10
American Indian/Alaska Native - male	AM10M
American Indian/Alaska Native - female	AM10F
American Indian/Alaska Native - unknown	AM10U
Asian/Pacific Islander - male	AS10M
Asian/Pacific Islander - female	AS10F
Asian/Pacific Islander - unknown	AS10U
Hispanic - male	HI10M
Hispanic - female	HI10F
Hispanic - unknown	HI10U
Black, not Hispanic - male	BL10M
Black, not Hispanic - female	BL10F
Black, not Hispanic - unknown	BL10U
White, not Hispanic - male	WH10M
White, not Hispanic - female	WH10F
White, not Hispanic - unknown	WH10U

APPENDIX A-1: SCHOOL UNIVERSE SHUTTLE

Public Elementary/Secondary School Universe Survey

Eleventh Grade Students:

<u>Description</u>	<u>Data Field</u>	
Total Grade 11 Students	TOT11	_____
American Indian/Alaska Native - male	AM11M	_____
American Indian/Alaska Native - female	AM11F	_____
American Indian/Alaska Native - unknown	AM11U	_____
Asian/Pacific Islander - male	AS11M	_____
Asian/Pacific Islander - female	AS11F	_____
Asian/Pacific Islander - unknown	AS11U	_____
Hispanic - male	HI11M	_____
Hispanic - female	HI11F	_____
Hispanic - unknown	HI11U	_____
Black, not Hispanic - male	BL11M	_____
Black, not Hispanic - female	BL11F	_____
Black, not Hispanic - unknown	BL11U	_____
White, not Hispanic - male	WH11M	_____
White, not Hispanic - female	WH11F	_____
White, not Hispanic - unknown	WH11U	_____

Twelfth Grade Students:

<u>Description</u>	<u>Data Field</u>	
Total Grade 12 Students	TOT12	_____
American Indian/Alaska Native - male	AM12M	_____
American Indian/Alaska Native - female	AM12F	_____
American Indian/Alaska Native - unknown	AM12U	_____
Asian/Pacific Islander - male	AS12M	_____
Asian/Pacific Islander - female	AS12F	_____
Asian/Pacific Islander - unknown	AS12U	_____
Hispanic - male	HI12M	_____
Hispanic - female	HI12F	_____
Hispanic - unknown	HI12U	_____
Black, not Hispanic - male	BL12M	_____
Black, not Hispanic - female	BL12F	_____
Black, not Hispanic - unknown	BL12U	_____
White, not Hispanic - male	WH12M	_____
White, not Hispanic - female	WH12F	_____
White, not Hispanic - unknown	WH12U	_____

Ungraded Students:

<u>Description</u>	<u>Data Field</u>	
Total Ungraded Students	TOTUG	_____
American Indian/Alaska Native - male	AMUGM	_____
American Indian/Alaska Native - female	AMUGF	_____
American Indian/Alaska Native - unknown	AMUGU	_____
Asian/Pacific Islander - male	ASUGM	_____
Asian/Pacific Islander - female	ASUGF	_____
Asian/Pacific Islander - unknown	ASUGU	_____
Hispanic - male	HIUGM	_____
Hispanic - female	HIUGF	_____
Hispanic - unknown	HIUGU	_____
Black, not Hispanic - male	BLUGM	_____
Black, not Hispanic - female	BLUGF	_____
Black, not Hispanic - unknown	BLUGU	_____
White, not Hispanic - male	WHUGM	_____
White, not Hispanic - female	WHUGF	_____
White, not Hispanic - unknown	WHUGU	_____

If ethnicity by grade is not available, but ethnicity for the entire school is, please complete "Total Students, All Grades".

Total Students, All Grades:

<u>Description</u>	<u>Data Field</u>	
Total Students, All Grades	TOTAL	_____
American Indian/Alaska Native - male	AMALM	_____
American Indian/Alaska Native - female	AMALF	_____
American Indian/Alaska Native - unknown	AMALU	_____
Asian/Pacific Islander - male	ASALM	_____
Asian/Pacific Islander - female	ASALF	_____
Asian/Pacific Islander - unknown	ASALU	_____
Hispanic - male	HIALM	_____
Hispanic - female	HIALF	_____
Hispanic - unknown	HIALU	_____
Black, not Hispanic - male	BLALM	_____
Black, not Hispanic - female	BLALF	_____
Black, not Hispanic - unknown	BLALU	_____
White, not Hispanic - male	WHALM	_____
White, not Hispanic - female	WHALF	_____
White, not Hispanic - unknown	WHALU	_____

APPENDIX A-2: EDUCATION AGENCY UNIVERSE SHUTTLE

National Center for Education Statistics

OMB No. 1850-0067

Expires 11/30/2004

Public Elementary/Secondary Education Agency Universe Survey

<u>Description</u>	<u>Data Field</u>	<u>Description</u>	<u>Data Field</u>
NCES Education Agency ID	LEAID	Students:	
State Education Agency ID	STID	Student Counts - Ungraded	UG
Name of Education Agency	NAME	Student Counts - PK thru 12	PK12
Telephone Number (Area Code and Phone Number)	PHONE	Migrant Students Served in a Summer Program	MIGRNT
Mailing Address - Street	MSTREE	Special Education - Individual Education Program (IEP)	SPECED
Mailing Address - City	MCITY	English Language Learner (formerly known as Limited-English-Proficient)	ELL
Mailing Address - State (P.O. Abbreviation)	MSTATE		
Mailing Address - ZIP (digits 1 thru 5)	MZIP	Instructional Staff:	
Mailing Address - ZIP4 (digits 6 thru 9)	MZIP4	Prekindergarten Teachers	PKTCH
Physical Location Address - Street	LSTREE	Kindergarten Teachers	KGTCH
Physical Location Address - City	LCITY	Elementary Teachers	ELMTCH
Physical Location Address - State (P.O. Abbreviation)	LSTATE	Secondary Teachers	SECTCH
Physical Location Address - ZIP (digits 1 thru 5)	LZIP	Teachers of Ungraded Classes	UGTCH
Physical Location Address - ZIP4 (digits 6 thru 9)	LZIP4	Total FTE Teachers	TOTTCH
Education Agency Type Code	AGTYPE	Instructional Aides	AIDES
Supervisory Union ID Number	UNION	Instructional Coordinators and Supervisors	CORSUP
County Name	CONAME		
FIPS County Code	CONUM	Support Services Staff:	
Operational Status Code	BOUND	Elementary Guidance Counselors	ELMGUI
Grade Span Offered - Lowest Grade	GSLO	Secondary Guidance Counselors	SECGUI
Grade Span Offered - Highest Grade	GSHI	Total Guidance Counselors	TOTGUI
		Librarians/Media Specialists	LIBSPE
		Library/Media Support Staff	LIBSUP
		LEA Administrators	LEAADM
		LEA Administrative Support Staff	LEASUP
		School Administrators	SCHADM
		School Administrative Support Staff	SCHSUP
		Student Support Services Staff	STUSUP
		All Other Support Staff	OTHSUP

APPENDIX A-2: EDUCATION AGENCY UNIVERSE SHUTTLE

High School Completers (Previous Year)

Diploma Recipients:

<u>Description</u>	<u>Data Field</u>
Total Diploma Recipients	TOTDPL
American Indian/Alaska Native - male	AMDPLM
American Indian/Alaska Native - female	AMDPLF
American Indian/Alaska Native - unknown	AMDPLU
Asian/Pacific Islander - male	ASDPLM
Asian/Pacific Islander - female	ASDPLF
Asian/Pacific Islander - unknown	ASDPLU
Hispanic - male	HIDPLM
Hispanic - female	HIDPLF
Hispanic - unknown	HIDPLU
Black, not Hispanic - male	BLDPLM
Black, not Hispanic - female	BLDPLF
Black, not Hispanic - unknown	BLDPLU
White, not Hispanic - male	WHDPLM
White, not Hispanic - female	WHDPLF
White, not Hispanic - unknown	WHDPLU

Other High School Completers:

<u>Description</u>	<u>Data Field</u>
Total Other High School Completers	TOTOHC
American Indian/Alaska Native - male	AMOHCM
American Indian/Alaska Native - female	AMOHCF
American Indian/Alaska Native - unknown	AMOHCU
Asian/Pacific Islander - male	ASOHCM
Asian/Pacific Islander - female	ASOHCF
Asian/Pacific Islander - unknown	ASOHCU
Hispanic - male	HIOHCM
Hispanic - female	HIOHCF
Hispanic - unknown	HIOHCU
Black, not Hispanic - male	BLOHCM
Black, not Hispanic - female	BLOHCF
Black, not Hispanic - unknown	BLOHCU
White, not Hispanic - male	WHOHCM
White, not Hispanic - female	WHOHCF
White, not Hispanic - unknown	WHOHCU

Paperwork Burden Statement - According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0067. The time required to complete this information collection is estimated to average 40.8 hours per response, including the time to review instructions, search existing data resources, gather the data needed, complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NCES, U.S. Department of Education, 1990 K Street NW, Room 9087, Washington D.C. 20006-5651

DROPOUT STUDENTS

Seventh Grade Dropouts:

<u>Description</u>	<u>Data Field</u>	
Total Grade 7 Dropouts	TOTD07	_____
American Indian/Alaska Native - male	AMD07M	_____
American Indian/Alaska Native - female	AMD07F	_____
American Indian/Alaska Native - unknown	AMD07U	_____
Asian/Pacific Islander - male	ASD07M	_____
Asian/Pacific Islander - female	ASD07F	_____
Asian/Pacific Islander - unknown	ASD07U	_____
Hispanic - male	HID07M	_____
Hispanic - female	HID07F	_____
Hispanic - unknown	HID07U	_____
Black, not Hispanic - male	BLD07M	_____
Black, not Hispanic - female	BLD07F	_____
Black, not Hispanic - unknown	BLD07U	_____
White, not Hispanic - male	WHD07M	_____
White, not Hispanic - female	WHD07F	_____
White, not Hispanic - unknown	WHD07U	_____

Tenth Grade Dropouts:

<u>Description</u>	<u>Data Field</u>	
Total Grade 10 Dropouts	TOTD10	_____
American Indian/Alaska Native - male	AMD10M	_____
American Indian/Alaska Native - female	AMD10F	_____
American Indian/Alaska Native - unknown	AMD10U	_____
Asian/Pacific Islander - male	ASD10M	_____
Asian/Pacific Islander - female	ASD10F	_____
Asian/Pacific Islander - unknown	ASD10U	_____
Hispanic - male	HID10M	_____
Hispanic - female	HID10F	_____
Hispanic - unknown	HID10U	_____
Black, not Hispanic - male	BLD10M	_____
Black, not Hispanic - female	BLD10F	_____
Black, not Hispanic - unknown	BLD10U	_____
White, not Hispanic - male	WHD10M	_____
White, not Hispanic - female	WHD10F	_____
White, not Hispanic - unknown	WHD10U	_____

Eighth Grade Dropouts:

<u>Description</u>	<u>Data Field</u>	
Total Grade 8 Dropouts	TOTD08	_____
American Indian/Alaska Native - male	AMD08M	_____
American Indian/Alaska Native - female	AMD08F	_____
American Indian/Alaska Native - unknown	AMD08U	_____
Asian/Pacific Islander - male	ASD08M	_____
Asian/Pacific Islander - female	ASD08F	_____
Asian/Pacific Islander - unknown	ASD08U	_____
Hispanic - male	HID08M	_____
Hispanic - female	HID08F	_____
Hispanic - unknown	HID08U	_____
Black, not Hispanic - male	BLD08M	_____
Black, not Hispanic - female	BLD08F	_____
Black, not Hispanic - unknown	BLD08U	_____
White, not Hispanic - male	WHD08M	_____
White, not Hispanic - female	WHD08F	_____
White, not Hispanic - unknown	WHD08U	_____

Eleventh Grade Dropouts:

<u>Description</u>	<u>Data Field</u>	
Total Grade 11 Dropouts	TOTD11	_____
American Indian/Alaska Native - male	AMD11M	_____
American Indian/Alaska Native - female	AMD11F	_____
American Indian/Alaska Native - unknown	AMD11U	_____
Asian/Pacific Islander - male	ASD11M	_____
Asian/Pacific Islander - female	ASD11F	_____
Asian/Pacific Islander - unknown	ASD11U	_____
Hispanic - male	HID11M	_____
Hispanic - female	HID11F	_____
Hispanic - unknown	HID11U	_____
Black, not Hispanic - male	BLD11M	_____
Black, not Hispanic - female	BLD11F	_____
Black, not Hispanic - unknown	BLD11U	_____
White, not Hispanic - male	WHD11M	_____
White, not Hispanic - female	WHD11F	_____
White, not Hispanic - unknown	WHD11U	_____

Ninth Grade Dropouts:

<u>Description</u>	<u>Data Field</u>	
Total Grade 9 Dropouts	TOTD09	_____
American Indian/Alaska Native - male	AMD09M	_____
American Indian/Alaska Native - female	AMD09F	_____
American Indian/Alaska Native - unknown	AMD09U	_____
Asian/Pacific Islander - male	ASD09M	_____
Asian/Pacific Islander - female	ASD09F	_____
Asian/Pacific Islander - unknown	ASD09U	_____
Hispanic - male	HID09M	_____
Hispanic - female	HID09F	_____
Hispanic - unknown	HID09U	_____
Black, not Hispanic - male	BLD09M	_____
Black, not Hispanic - female	BLD09F	_____
Black, not Hispanic - unknown	BLD09U	_____
White, not Hispanic - male	WHD09M	_____
White, not Hispanic - female	WHD09F	_____
White, not Hispanic - unknown	WHD09U	_____

Twelfth Grade Dropouts:

<u>Description</u>	<u>Data Field</u>	
Total Grade 12 Dropouts	TOTD12	_____
American Indian/Alaska Native - male	AMD12M	_____
American Indian/Alaska Native - female	AMD12F	_____
American Indian/Alaska Native - unknown	AMD12U	_____
Asian/Pacific Islander - male	ASD12M	_____
Asian/Pacific Islander - female	ASD12F	_____
Asian/Pacific Islander - unknown	ASD12U	_____
Hispanic - male	HID12M	_____
Hispanic - female	HID12F	_____
Hispanic - unknown	HID12U	_____
Black, not Hispanic - male	BLD12M	_____
Black, not Hispanic - female	BLD12F	_____
Black, not Hispanic - unknown	BLD12U	_____
White, not Hispanic - male	WHD12M	_____
White, not Hispanic - female	WHD12F	_____
White, not Hispanic - unknown	WHD12U	_____

ONLY

APPENDIX B: CCD DOWNLOADABLE REPORTING SOFTWARE

The CCD Downloadable Reporting Software is found on the following Census Bureau web site:

<http://www.census.gov/govs/www/ccd.html>

An accompanying CCD Software Manual is also available on the above web site. The CCD Software Manual provides instructions on how to use the CCD Reporting Software. The CCD Software allows each state to report data requested for the School Universe Survey and Education Agency Universe Survey

The CCD Reporting Software allows the user to:

- Import correctly formatted current year files;
- Match current year files to prior year files;
- Obtain NCES identification number assignments for new schools/agencies,
- View and/or update school and/or agency records;
- Generate Summary, Import and Match reports; and
- Prepare a text file for export submission.

The initial emphasis of the CCD Reporting Software concentrates on identifying potential universe problems with importing files and matching records. NCES encourages the use of this reporting software by all states.

If assistance is needed with the CCD Reporting Software, please contact the Census Bureau liaisons Terri Kennerly, Dell Gray, Julia Naum or Jane Thomas. Contact Michael Freeman if you have software questions or recommendations for software improvements.

APPENDIX C: ELECTRONIC FILE FORMATS

ASCII Text File Format

The School Universe and Education Agency Universe have two possible record layouts: **Multiple** record layout or **Long** record layout (see **Appendix E**). Either record layout can be used. A record layout for the State Nonfiscal Survey is also included.

Spreadsheet File Format (Excel, Lotus 123 or Quattro Pro)

Designate the version of the spreadsheet package used (e.g., Quattro Pro). All formulas and summary totals should be deleted. Explanatory text, such as column headings, is acceptable. The School Universe has too many fields for one spreadsheet, so transmit **Multiple** spreadsheets/worksheets (similar to the **Multiple** record layout format in **Appendix E**.) Each spreadsheet or worksheet may contain the data for one **record type**. For example, spreadsheet 1 = **SCID** data, spreadsheet 2 = **SGPK** data, spreadsheet 3 = **SGKG** data through spreadsheet 17 = **SGAL** data. For the School Universe, send the student totals (**SGPK** thru **SG12**, **SGUG**) on one spreadsheet as long as each record contains the proper record type code label, NCES ID number, and corresponding State ID number. The same applies to the Education Agency Universe. Dropout totals (**AD07** thru **AD12**) can also be sent in one spreadsheet/worksheet.

If you have more records (rows) than can fit on one page, use more than one page for that record type.

Database File Format (dBase/FoxPro, Access, or Paradox)

Designate the version of the package used (e.g., dBase V, Access 2000). Both the School Universe and Agency Universe have too many fields for dBase III (the School Universe has too many fields for dBase IV also). If either version is used, divide the file into more than one database. When using dBase III or dBase IV, send **Multiple** database files. Split the data into the categories listed in the **Multiple** record layout format described in **Appendix E**. For the School Universe, transmit a database file for each **SCID**, **SGPK**, **SGKG**, **SG01**, etc. category. Or, transmit the student totals (**SGPK** thru **SG12**, **SGUG**) in one database file as long as each record contains the proper record type code label, NCES ID number, and corresponding State ID number. Dropout totals for the Agency Universe can also be sent in one database.

If dBase V is used, split the files into more than one database.

Every attempt should be made to report **EVERY** data item on the Nonfiscal CCD surveys - School and Agency files and the State Nonfiscal web form, especially when reporting student counts for **grade span**. If there are no students for a reported grade span in the school/agency, please report **zero (0)** students. If some schools in your state report students in grade span = UG (ungraded), then the state has to report the remaining schools with an UG grade span = **zero (0)**, rather than codes **N** (not applicable) or **M** (missing). Code **M** should only be used as a valid response for truly "missing" data.

MCITY or **LCITY** information has to be reported for all schools and school districts. If no **CITY** data are available, the record will be **removed** from the corresponding school or agency file.

APPENDIX D: DATA SUBMISSION METHODS

Internet Submission

File names should include state abbreviation, the year of the data, and the type of data. For example, Alabama's School Universe, Education Agency Universe, and State Nonfiscal file names for the 2003 - 2004 school year should be **AL03SCH.BCH**, **AL03AGN.BCH**, and **AL03SNF.BCH**.

- An FTP (file transfer protocol) **Send a File** page is available. The only thing you will need is your e-mail address for the password, and the name of each transmitted file. The page is available at:

<http://www.census.gov/govs/www/ccd.html>

- An alternative submission method is to send the files as e-mail attachments, preferably compressed through PKZIP. In the subject line of the e-mail message, please indicate the state and the file name, for example, **CCD submission from Alabama - School file**.

govs.ccd@census.gov

- Please use the State Nonfiscal Survey web-based form. Passwords have been provided to each State Coordinator. The web-based State Nonfiscal Survey is available at the Census Bureau web site:

<http://www.census.gov/govs/www/ccd.html>

Federal Express Submission

You may also use Federal Express services to expedite deliveries of submissions or hard copy correspondence. Use the following information:

Census Bureau Account Number: **1195-7528-1**

Internal Billing Reference Number: **7178000000**

Address Federal Express packages to: Census Bureau
Governments Division - ERSB
8905 Presidential Parkway
WP 2, Room 508
Upper Marlboro, MD 20772

If you have any submission questions, contact Terri Kennerly, Dell Gray, Julia Naum, or Jane Thomas at:

Phone: 800-451-6236
FAX: 866-394-0138
E-mail: govs.ccd@census.gov

APPENDIX E-1: SCHOOL UNIVERSE MULTIPLE RECORD LAYOUT

Field Name	Field Position	Field Length	Description
RECTYPE	1 - 4	4	Record Type Code (SCID)
LEAID	5 - 11	7	NCES Education Agency ID
STID	12 - 25	14	State Education Agency ID
SCHNO	26 - 30	5	NCES School ID
SEASCH	31 - 50	20	State School ID
LEANM	51 - 110	60	Name of Education Agency
SCHNAM	111 - 160	50	Name of School
PHONE	161 - 170	10	Telephone Number(Area Code and Phone Number)
MSTREE	171 - 200	30	Mailing Address - Street
MCITY	201 - 230	30	Mailing Address - City
MSTATE	231 - 232	2	Mailing Address - State (P.O. Abbreviation)
MZIP	233 - 237	5	Mailing Address - ZIP (digits 1 thru 5)
MZIP4	238 - 241	4	Mailing Address - ZIP4 (digits 6 thru 9)
LSTREE	242 - 271	30	Physical Location Address - Street
LCITY	272 - 301	30	Physical Location Address - City
LSTATE	302 - 303	2	Physical Location Address - State (P.O. Abbreviation)
LZIP	304 - 308	5	Physical Location Address - ZIP (digits 1 thru 5)
LZIP4	309 - 312	4	Physical Location Address - ZIP4 (digits 6 thru 9)
SCHTYP	313 - 313	1	School Type Code
STATUS	314 - 314	1	Operational Status Code
GSLO	315 - 316	2	Grade Span Offered - Lowest grade
GSHI	317 - 318	2	Grade Span Offered - Highest grade
TITLEI	319 - 319	1	Title I School
STITLI	320 - 320	1	If yes, School-wide Title I
MAGNET	321 - 321	1	Magnet School
CHARTR	322 - 322	1	Charter School
FTE	323 - 327	5	Classroom Teacher Count (1 explicit decimal point)
FRELCH	328 - 331	4	Students Eligible for Free Lunch
REDLCH	332 - 335	4	Students Eligible for Reduced-Price Lunch
FLE	336 - 339	4	Total of Free Lunch and Reduced-Price Lunch Eligible
MIGRNT	340 - 343	4	Migrant Students Enrolled in Previous Year

APPENDIX E-1: SCHOOL UNIVERSE MULTIPLE RECORD LAYOUT

Field Name	Field Position	Field Length	Description
Students by Grade, by Race/Ethnicity, and by Gender			
RECTYPE	1 - 4	4	Record Type Code (SGPK)
LEAID	5 - 11	7	NCES Education Agency ID
STID	12 - 25	14	State Education Agency ID
SCHNO	26 - 30	5	NCES School ID
SEASCH	31 - 50	20	State School ID
TOTPK	51 - 54	4	Total Prekindergarten Students
AMPKM	55 - 58	4	Prekindergarten Students - American Indian/Alaska Native - male
AMPKF	59 - 62	4	Prekindergarten Students - American Indian/Alaska Native - female
AMPKU	63 - 66	4	Prekindergarten Students - American Indian/Alaska Native - unknown
ASPKM	67 - 70	4	Prekindergarten Students - Asian/Pacific Islander - male
ASPKF	71 - 74	4	Prekindergarten Students - Asian/Pacific Islander - female
ASPKU	75 - 78	4	Prekindergarten Students - Asian/Pacific Islander - unknown
HIPKM	79 - 82	4	Prekindergarten Students - Hispanic - male
HIPKF	83 - 86	4	Prekindergarten Students - Hispanic - female
HIPKU	87 - 90	4	Prekindergarten Students - Hispanic - unknown
BLPKM	91 - 94	4	Prekindergarten Students - Black, not Hispanic - male
BLPKF	95 - 98	4	Prekindergarten Students - Black, not Hispanic - female
BLPKU	99 - 102	4	Prekindergarten Students - Black, not Hispanic - unknown
WHPKM	103 - 106	4	Prekindergarten Students - White, not Hispanic - male
WHPKF	107 - 110	4	Prekindergarten Students - White, not Hispanic - female
WHPKU	111 - 114	4	Prekindergarten Students - White, not Hispanic - unknown
RECTYPE	1 - 4	4	Record Type Code (SGKG)
LEAID	5 - 11	7	NCES Education Agency ID
STID	12 - 25	14	State Education Agency ID
SCHNO	26 - 30	5	NCES School ID
SEASCH	31 - 50	20	State School ID
TOTKG	51 - 54	4	Total Kindergarten Students
AMKGM	55 - 58	4	Kindergarten Students - American Indian/Alaska Native - male
AMKGF	59 - 62	4	Kindergarten Students - American Indian/Alaska Native - female
AMKGU	63 - 66	4	Kindergarten Students - American Indian/Alaska Native - unknown
ASKGM	67 - 70	4	Kindergarten Students - Asian/Pacific Islander - male
ASKGF	71 - 74	4	Kindergarten Students - Asian/Pacific Islander - female
ASKGU	75 - 78	4	Kindergarten Students - Asian/Pacific Islander - unknown
HIKGM	79 - 82	4	Kindergarten Students - Hispanic - male
HIKGF	83 - 86	4	Kindergarten Students - Hispanic - female
HIKGU	87 - 90	4	Kindergarten Students - Hispanic - unknown
BLKGM	91 - 94	4	Kindergarten Students - Black, not Hispanic - male
BLKGF	95 - 98	4	Kindergarten Students - Black, not Hispanic - female
BLKGU	99 - 102	4	Kindergarten Students - Black, not Hispanic - unknown
WHKGM	103 - 106	4	Kindergarten Students - White, not Hispanic - male
WHKGF	107 - 110	4	Kindergarten Students - White, not Hispanic - female
WHKGU	111 - 114	4	Kindergarten Students - White, not Hispanic - unknown

APPENDIX E-1: SCHOOL UNIVERSE MULTIPLE RECORD LAYOUT

Field Name	Field Position	Field Length	Description
RECTYPE	1 - 4	4	Record Type Code (SG01)
LEAID	5 - 11	7	NCES Education Agency ID
STID	12 - 25	14	State Education Agency ID
SCHNO	26 - 30	5	NCES School ID
SEASCH	31 - 50	20	State School ID
TOT01	51 - 54	4	Total Grade 1 Students
AM01M	55 - 58	4	Grade 1 Students - American Indian/Alaska Native - male
AM01F	59 - 62	4	Grade 1 Students - American Indian/Alaska Native - female
AM01U	63 - 66	4	Grade 1 Students - American Indian/Alaska Native - unknown
AS01M	67 - 70	4	Grade 1 Students - Asian/Pacific Islander - male
AS01F	71 - 74	4	Grade 1 Students - Asian/Pacific Islander - female
AS01U	75 - 78	4	Grade 1 Students - Asian/Pacific Islander - unknown
HI01M	79 - 82	4	Grade 1 Students - Hispanic - male
HI01F	83 - 86	4	Grade 1 Students - Hispanic - female
HI01U	87 - 90	4	Grade 1 Students - Hispanic - unknown
BL01M	91 - 94	4	Grade 1 Students - Black, not Hispanic - male
BL01F	95 - 98	4	Grade 1 Students - Black, not Hispanic - female
BL01U	99 - 102	4	Grade 1 Students - Black, not Hispanic - unknown
WH01M	103 - 106	4	Grade 1 Students - White, not Hispanic - male
WH01F	107 - 110	4	Grade 1 Students - White, not Hispanic - female
WH01U	111 - 114	4	Grade 1 Students - White, not Hispanic - unknown
RECTYPE	1 - 4	4	Record Type Code (SG02)
LEAID	5 - 11	7	NCES Education Agency ID
STID	12 - 25	14	State Education Agency ID
SCHNO	26 - 30	5	NCES School ID
SEASCH	31 - 50	20	State School ID
TOT02	51 - 54	4	Total Grade 2 Students
AM02M	55 - 58	4	Grade 2 Students - American Indian/Alaska Native - male
AM02F	59 - 62	4	Grade 2 Students - American Indian/Alaska Native - female
AM02U	63 - 66	4	Grade 2 Students - American Indian/Alaska Native - unknown
AS02M	67 - 70	4	Grade 2 Students - Asian/Pacific Islander - male
AS02F	71 - 74	4	Grade 2 Students - Asian/Pacific Islander - female
AS02U	75 - 78	4	Grade 2 Students - Asian/Pacific Islander - unknown
HI02M	79 - 82	4	Grade 2 Students - Hispanic - male
HI02F	83 - 86	4	Grade 2 Students - Hispanic - female
HI02U	87 - 90	4	Grade 2 Students - Hispanic - unknown
BL02M	91 - 94	4	Grade 2 Students - Black, not Hispanic - male
BL02F	95 - 98	4	Grade 2 Students - Black, not Hispanic - female
BL02U	99 - 102	4	Grade 2 Students - Black, not Hispanic - unknown
WH02M	103 - 106	4	Grade 2 Students - White, not Hispanic - male
WH02F	107 - 110	4	Grade 2 Students - White, not Hispanic - female
WH02U	111 - 114	4	Grade 2 Students - White, not Hispanic - unknown

Same record layout for grades 3 through 12

Record Type Codes are SG03 through SG12

You may omit records for grades not within the grade span of the school

APPENDIX E-1: SCHOOL UNIVERSE MULTIPLE RECORD LAYOUT

Field Name	Field Position	Field Length	Description
RECTYPE	1 - 4	4	Record Type Code (SGUG)
LEAID	5 - 11	7	NCES Education Agency ID
STID	12 - 25	14	State Education Agency ID
SCHNO	26 - 30	5	NCES School ID
SEASCH	31 - 50	20	State School ID
TOTUG	51 - 54	4	Total Ungraded Students
AMUGM	55 - 58	4	Ungraded Students - American Indian/Alaska Native - male
AMUGF	59 - 62	4	Ungraded Students - American Indian/Alaska Native - female
AMUGU	63 - 66	4	Ungraded Students - American Indian/Alaska Native - unknown
ASUGM	67 - 70	4	Ungraded Students - Asian/Pacific Islander - male
ASUGF	71 - 74	4	Ungraded Students - Asian/Pacific Islander - female
ASUGU	75 - 78	4	Ungraded Students - Asian/Pacific Islander - unknown
HIUGM	79 - 82	4	Ungraded Students - Hispanic - male
HIUGF	83 - 86	4	Ungraded Students - Hispanic - female
HIUGU	87 - 90	4	Ungraded Students - Hispanic - unknown
BLUGM	91 - 94	4	Ungraded Students - Black, not Hispanic - male
BLUGF	95 - 98	4	Ungraded Students - Black, not Hispanic - female
BLUGU	99 - 102	4	Ungraded Students - Black, not Hispanic - unknown
WHUGM	103 - 106	4	Ungraded Students - White, not Hispanic - male
WHUGF	107 - 110	4	Ungraded Students - White, not Hispanic - female
WHUGU	111 - 114	4	Ungraded Students - White, not Hispanic - unknown
RECTYPE	1 - 4	4	Record Type Code (SGAL)
LEAID	5 - 11	7	NCES Education Agency ID
STID	12 - 25	14	State Education Agency ID
SCHNO	26 - 30	5	NCES School ID
SEASCH	31 - 50	20	State School ID
TOTAL	51 - 54	4	Total Students, All Grades
AMALM	55 - 58	4	Total Students, All Grades - American Indian/Alaska Native - male
AMALF	59 - 62	4	Total Students, All Grades - American Indian/Alaska Native - female
AMALU	63 - 66	4	Total Students, All Grades - American Indian/Alaska Native - unknown
ASALM	67 - 70	4	Total Students, All Grades - Asian/Pacific Islander - male
ASALF	71 - 74	4	Total Students, All Grades - Asian/Pacific Islander - female
ASALU	75 - 78	4	Total Students, All Grades - Asian/Pacific Islander - unknown
HIALM	79 - 82	4	Total Students, All Grades - Hispanic - male
HIALF	83 - 86	4	Total Students, All Grades - Hispanic - female
HIALU	87 - 90	4	Total Students, All Grades - Hispanic - unknown
BLALM	91 - 94	4	Total Students, All Grades - Black, not Hispanic - male
BLALF	95 - 98	4	Total Students, All Grades - Black, not Hispanic - female
BLALU	99 - 102	4	Total Students, All Grades - Black, not Hispanic - unknown
WHALM	103 - 106	4	Total Students, All Grades - White, not Hispanic - male
WHALF	107 - 110	4	Total Students, All Grades - White, not Hispanic - female
WHALU	111 - 114	4	Total Students, All Grades - White, not Hispanic - unknown

APPENDIX E-1: SCHOOL UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
LEAID	0001 - 0007	7	NCES Education Agency ID
STID	0008 - 0021	14	State Education Agency ID
SCHNO	0022 - 0026	5	NCES School ID
SEASCH	0027 - 0046	20	State School ID
LEANM	0047 - 0106	60	Name of Education Agency
SCHNAM	0107 - 0156	50	Name of School
PHONE	0157 - 0166	10	Telephone Number(Area Code and Phone Number)
MSTREE	0167 - 0196	30	Mailing Address - Street
MCITY	0197 - 0226	30	Mailing Address - City
MSTATE	0227 - 0228	2	Mailing Address - State (P.O. Abbreviation)
MZIP	0229 - 0233	5	Mailing Address - ZIP (digits 1 thru 5)
MZIP4	0234 - 0237	4	Mailing Address - ZIP4 (digits 6 thru 9)
LSTREE	0238 - 0267	30	Physical Location Address - Street
LCITY	0268 - 0297	30	Physical Location Address - City
LSTATE	0298 - 0299	2	Physical Location Address - State (P.O. Abbreviation)
LZIP	0300 - 0304	5	Physical Location Address - ZIP (digits 1 thru 5)
LZIP4	0305 - 0308	4	Physical Location Address - ZIP4 (digits 6 thru 9)
SCHTYP	0309 - 0309	1	School Type Code
STATUS	0310 - 0310	1	Operational Status Code
GSLO	0311 - 0312	2	Grade Span Offered - Lowest grade
GSHI	0313 - 0314	2	Grade Span Offered - Highest grade
TITLEI	0315 - 0315	1	Title I School
STITLI	0316 - 0316	1	If yes, School-wide Title I
MAGNET	0317 - 0317	1	Magnet School
CHARTR	0318 - 0318	1	Charter School
FTE	0319 - 0323	5	Classroom Teacher Count (1 explicit decimal point)
FRELCH	0324 - 0327	4	Students Eligible for Free Lunch
REDLCH	0328 - 0331	4	Students Eligible for Reduced-Price Lunch
FLE	0332 - 0335	4	Total of Free Lunch and Reduced-Price Lunch Eligible
MIGRNT	0336 - 0339	4	Migrant Students Enrolled in Previous Year

APPENDIX E-1: SCHOOL UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
Students by Grade, by Race/Ethnicity, and by Gender			
TOTPK	0340 - 0343	4	Total Prekindergarten Students
AMPKM	0344 - 0347	4	Prekindergarten Students - American Indian/Alaska Native - male
AMPKF	0348 - 0351	4	Prekindergarten Students - American Indian/Alaska Native - female
AMPKU	0352 - 0355	4	Prekindergarten Students - American Indian/Alaska Native - unknown
ASPKM	0356 - 0359	4	Prekindergarten Students - Asian/Pacific Islander - male
ASPKF	0360 - 0363	4	Prekindergarten Students - Asian/Pacific Islander - female
ASPKU	0364 - 0367	4	Prekindergarten Students - Asian/Pacific Islander - unknown
HIPKM	0368 - 0371	4	Prekindergarten Students - Hispanic - male
HIPKF	0372 - 0375	4	Prekindergarten Students - Hispanic - female
HIPKU	0376 - 0379	4	Prekindergarten Students - Hispanic - unknown
BLPKM	0380 - 0383	4	Prekindergarten Students - Black, not Hispanic - male
BLPKF	0384 - 0387	4	Prekindergarten Students - Black, not Hispanic - female
BLPKU	0388 - 0391	4	Prekindergarten Students - Black, not Hispanic - unknown
WHPKM	0392 - 0395	4	Prekindergarten Students - White, not Hispanic - male
WHPKF	0396 - 0399	4	Prekindergarten Students - White, not Hispanic - female
WHPKU	0400 - 0403	4	Prekindergarten Students - White, not Hispanic - unknown
TOTKG	0404 - 0407	4	Total Kindergarten Students
AMKGM	0408 - 0411	4	Kindergarten Students - American Indian/Alaska Native - male
AMKGF	0412 - 0415	4	Kindergarten Students - American Indian/Alaska Native - female
AMKGU	0416 - 0419	4	Kindergarten Students - American Indian/Alaska Native - unknown
ASKGM	0420 - 0423	4	Kindergarten Students - Asian/Pacific Islander - male
ASKGF	0424 - 0427	4	Kindergarten Students - Asian/Pacific Islander - female
ASKGU	0428 - 0431	4	Kindergarten Students - Asian/Pacific Islander - unknown
HIKGM	0432 - 0435	4	Kindergarten Students - Hispanic - male
HIKGF	0436 - 0439	4	Kindergarten Students - Hispanic - female
HIKGU	0440 - 0443	4	Kindergarten Students - Hispanic - unknown
BLKGM	0444 - 0447	4	Kindergarten Students - Black, not Hispanic - male
BLKGF	0448 - 0451	4	Kindergarten Students - Black, not Hispanic - female
BLKGU	0452 - 0455	4	Kindergarten Students - Black, not Hispanic - unknown
WHKGM	0456 - 0459	4	Kindergarten Students - White, not Hispanic - male
WHKGF	0460 - 0463	4	Kindergarten Students - White, not Hispanic - female
WHKGU	0464 - 0467	4	Kindergarten Students - White, not Hispanic - unknown
TOT01	0468 - 0471	4	Total Grade 1 Students
AM01M	0472 - 0475	4	Grade 1 Students - American Indian/Alaska Native - male
AM01F	0476 - 0479	4	Grade 1 Students - American Indian/Alaska Native - female
AM01U	0480 - 0483	4	Grade 1 Students - American Indian/Alaska Native - unknown
AS01M	0484 - 0487	4	Grade 1 Students - Asian/Pacific Islander - male
AS01F	0488 - 0491	4	Grade 1 Students - Asian/Pacific Islander - female
AS01U	0492 - 0495	4	Grade 1 Students - Asian/Pacific Islander - unknown
HI01M	0496 - 0499	4	Grade 1 Students - Hispanic - male
HI01F	0500 - 0503	4	Grade 1 Students - Hispanic - female
HI01U	0504 - 0507	4	Grade 1 Students - Hispanic - unknown
BL01M	0508 - 0511	4	Grade 1 Students - Black, not Hispanic - male
BL01F	0512 - 0515	4	Grade 1 Students - Black, not Hispanic - female
BL01U	0516 - 0519	4	Grade 1 Students - Black, not Hispanic - unknown
WH01M	0520 - 0523	4	Grade 1 Students - White, not Hispanic - male
WH01F	0524 - 0527	4	Grade 1 Students - White, not Hispanic - female
WH01U	0528 - 0531	4	Grade 1 Students - White, not Hispanic - unknown

APPENDIX E-1: SCHOOL UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
TOT02	0532 - 0535	4	Total Grade 2 Students
AM02M	0536 - 0539	4	Grade 2 Students - American Indian/Alaska Native - male
AM02F	0540 - 0543	4	Grade 2 Students - American Indian/Alaska Native - female
AM02U	0544 - 0547	4	Grade 2 Students - American Indian/Alaska Native - unknown
AS02M	0548 - 0551	4	Grade 2 Students - Asian/Pacific Islander - male
AS02F	0552 - 0555	4	Grade 2 Students - Asian/Pacific Islander - female
AS02U	0556 - 0559	4	Grade 2 Students - Asian/Pacific Islander - unknown
HI02M	0560 - 0563	4	Grade 2 Students - Hispanic - male
HI02F	0564 - 0567	4	Grade 2 Students - Hispanic - female
HI02U	0568 - 0571	4	Grade 2 Students - Hispanic - unknown
BL02M	0572 - 0575	4	Grade 2 Students - Black, not Hispanic - male
BL02F	0576 - 0579	4	Grade 2 Students - Black, not Hispanic - female
BL02U	0580 - 0583	4	Grade 2 Students - Black, not Hispanic - unknown
WH02M	0584 - 0587	4	Grade 2 Students - White, not Hispanic - male
WH02F	0588 - 0591	4	Grade 2 Students - White, not Hispanic - female
WH02U	0592 - 0595	4	Grade 2 Students - White, not Hispanic - unknown
TOT03	0596 - 0599	4	Total Grade 3 Students
AM03M	0600 - 0603	4	Grade 3 Students - American Indian/Alaska Native - male
AM03F	0604 - 0607	4	Grade 3 Students - American Indian/Alaska Native - female
AM03U	0608 - 0611	4	Grade 3 Students - American Indian/Alaska Native - unknown
AS03M	0612 - 0615	4	Grade 3 Students - Asian/Pacific Islander - male
AS03F	0616 - 0619	4	Grade 3 Students - Asian/Pacific Islander - female
AS03U	0620 - 0623	4	Grade 3 Students - Asian/Pacific Islander - unknown
HI03M	0624 - 0627	4	Grade 3 Students - Hispanic - male
HI03F	0628 - 0631	4	Grade 3 Students - Hispanic - female
HI03U	0632 - 0635	4	Grade 3 Students - Hispanic - unknown
BL03M	0636 - 0639	4	Grade 3 Students - Black, not Hispanic - male
BL03F	0640 - 0643	4	Grade 3 Students - Black, not Hispanic - female
BL03U	0644 - 0647	4	Grade 3 Students - Black, not Hispanic - unknown
WH03M	0648 - 0651	4	Grade 3 Students - White, not Hispanic - male
WH03F	0652 - 0655	4	Grade 3 Students - White, not Hispanic - female
WH03U	0656 - 0659	4	Grade 3 Students - White, not Hispanic - unknown
TOT04	0660 - 0663	4	Total Grade 4 Students
AM04M	0664 - 0667	4	Grade 4 Students - American Indian/Alaska Native - male
AM04F	0668 - 0671	4	Grade 4 Students - American Indian/Alaska Native - female
AM04U	0672 - 0675	4	Grade 4 Students - American Indian/Alaska Native - unknown
AS04M	0676 - 0679	4	Grade 4 Students - Asian/Pacific Islander - male
AS04F	0680 - 0683	4	Grade 4 Students - Asian/Pacific Islander - female
AS04U	0684 - 0687	4	Grade 4 Students - Asian/Pacific Islander - unknown
HI04M	0688 - 0691	4	Grade 4 Students - Hispanic - male
HI04F	0692 - 0695	4	Grade 4 Students - Hispanic - female
HI04U	0696 - 0699	4	Grade 4 Students - Hispanic - unknown
BL04M	0700 - 0703	4	Grade 4 Students - Black, not Hispanic - male
BL04F	0704 - 0707	4	Grade 4 Students - Black, not Hispanic - female
BL04U	0708 - 0711	4	Grade 4 Students - Black, not Hispanic - unknown
WH04M	0712 - 0715	4	Grade 4 Students - White, not Hispanic - male
WH04F	0716 - 0719	4	Grade 4 Students - White, not Hispanic - female
WH04U	0720 - 0723	4	Grade 4 Students - White, not Hispanic - unknown

APPENDIX E-1: SCHOOL UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
TOT05	0724 - 0727	4	Total Grade 5 Students
AM05M	0728 - 0731	4	Grade 5 Students - American Indian/Alaska Native - male
AM05F	0732 - 0735	4	Grade 5 Students - American Indian/Alaska Native - female
AM05U	0736 - 0739	4	Grade 5 Students - American Indian/Alaska Native - unknown
AS05M	0740 - 0743	4	Grade 5 Students - Asian/Pacific Islander - male
AS05F	0744 - 0747	4	Grade 5 Students - Asian/Pacific Islander - female
AS05U	0748 - 0751	4	Grade 5 Students - Asian/Pacific Islander - unknown
HI05M	0752 - 0755	4	Grade 5 Students - Hispanic - male
HI05F	0756 - 0759	4	Grade 5 Students - Hispanic - female
HI05U	0760 - 0763	4	Grade 5 Students - Hispanic - unknown
BL05M	0764 - 0767	4	Grade 5 Students - Black, not Hispanic - male
BL05F	0768 - 0771	4	Grade 5 Students - Black, not Hispanic - female
BL05U	0772 - 0775	4	Grade 5 Students - Black, not Hispanic - unknown
WH05M	0776 - 0779	4	Grade 5 Students - White, not Hispanic - male
WH05F	0780 - 0783	4	Grade 5 Students - White, not Hispanic - female
WH05U	0784 - 0787	4	Grade 5 Students - White, not Hispanic - unknown
TOT06	0788 - 0791	4	Total Grade 6 Students
AM06M	0792 - 0795	4	Grade 6 Students - American Indian/Alaska Native - male
AM06F	0796 - 0799	4	Grade 6 Students - American Indian/Alaska Native - female
AM06U	0800 - 0803	4	Grade 6 Students - American Indian/Alaska Native - unknown
AS06M	0804 - 0807	4	Grade 6 Students - Asian/Pacific Islander - male
AS06F	0808 - 0811	4	Grade 6 Students - Asian/Pacific Islander - female
AS06U	0812 - 0815	4	Grade 6 Students - Asian/Pacific Islander - unknown
HI06M	0816 - 0819	4	Grade 6 Students - Hispanic - male
HI06F	0820 - 0823	4	Grade 6 Students - Hispanic - female
HI06U	0824 - 0827	4	Grade 6 Students - Hispanic - unknown
BL06M	0828 - 0831	4	Grade 6 Students - Black, not Hispanic - male
BL06F	0832 - 0835	4	Grade 6 Students - Black, not Hispanic - female
BL06U	0836 - 0839	4	Grade 6 Students - Black, not Hispanic - unknown
WH06M	0840 - 0843	4	Grade 6 Students - White, not Hispanic - male
WH06F	0844 - 0847	4	Grade 6 Students - White, not Hispanic - female
WH06U	0848 - 0851	4	Grade 6 Students - White, not Hispanic - unknown
TOT07	0852 - 0855	4	Total Grade 7 Students
AM07M	0856 - 0859	4	Grade 7 Students - American Indian/Alaska Native - male
AM07F	0860 - 0863	4	Grade 7 Students - American Indian/Alaska Native - female
AM07U	0864 - 0867	4	Grade 7 Students - American Indian/Alaska Native - unknown
AS07M	0868 - 0871	4	Grade 7 Students - Asian/Pacific Islander - male
AS07F	0872 - 0875	4	Grade 7 Students - Asian/Pacific Islander - female
AS07U	0876 - 0879	4	Grade 7 Students - Asian/Pacific Islander - unknown
HI07M	0880 - 0883	4	Grade 7 Students - Hispanic - male
HI07F	0884 - 0887	4	Grade 7 Students - Hispanic - female
HI07U	0888 - 0891	4	Grade 7 Students - Hispanic - unknown
BL07M	0892 - 0895	4	Grade 7 Students - Black, not Hispanic - male
BL07F	0896 - 0899	4	Grade 7 Students - Black, not Hispanic - female
BL07U	0900 - 0903	4	Grade 7 Students - Black, not Hispanic - unknown
WH07M	0904 - 0907	4	Grade 7 Students - White, not Hispanic - male
WH07F	0908 - 0911	4	Grade 7 Students - White, not Hispanic - female
WH07U	0912 - 0915	4	Grade 7 Students - White, not Hispanic - unknown

APPENDIX E-1: SCHOOL UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
TOT08	0916 - 0919	4	Total Grade 8 Students
AM08M	0920 - 0923	4	Grade 8 Students - American Indian/Alaska Native - male
AM08F	0924 - 0927	4	Grade 8 Students - American Indian/Alaska Native - female
AM08U	0928 - 0931	4	Grade 8 Students - American Indian/Alaska Native - unknown
AS08M	0932 - 0935	4	Grade 8 Students - Asian/Pacific Islander - male
AS08F	0936 - 0939	4	Grade 8 Students - Asian/Pacific Islander - female
AS08U	0940 - 0943	4	Grade 8 Students - Asian/Pacific Islander - unknown
HI08M	0944 - 0947	4	Grade 8 Students - Hispanic - male
HI08F	0948 - 0951	4	Grade 8 Students - Hispanic - female
HI08U	0952 - 0955	4	Grade 8 Students - Hispanic - unknown
BL08M	0956 - 0959	4	Grade 8 Students - Black, not Hispanic - male
BL08F	0960 - 0963	4	Grade 8 Students - Black, not Hispanic - female
BL08U	0964 - 0967	4	Grade 8 Students - Black, not Hispanic - unknown
WH08M	0968 - 0971	4	Grade 8 Students - White, not Hispanic - male
WH08F	0972 - 0975	4	Grade 8 Students - White, not Hispanic - female
WH08U	0976 - 0979	4	Grade 8 Students - White, not Hispanic - unknown
TOT09	0980 - 0983	4	Total Grade 9 Students
AM09M	0984 - 0987	4	Grade 9 Students - American Indian/Alaska Native - male
AM09F	0988 - 0991	4	Grade 9 Students - American Indian/Alaska Native - female
AM09U	0992 - 0995	4	Grade 9 Students - American Indian/Alaska Native - unknown
AS09M	0996 - 0999	4	Grade 9 Students - Asian/Pacific Islander - male
AS09F	1000 - 1003	4	Grade 9 Students - Asian/Pacific Islander - female
AS09U	1004 - 1007	4	Grade 9 Students - Asian/Pacific Islander - unknown
HI09M	1008 - 1011	4	Grade 9 Students - Hispanic - male
HI09F	1012 - 1015	4	Grade 9 Students - Hispanic - female
HI09U	1016 - 1019	4	Grade 9 Students - Hispanic - unknown
BL09M	1020 - 1023	4	Grade 9 Students - Black, not Hispanic - male
BL09F	1024 - 1027	4	Grade 9 Students - Black, not Hispanic - female
BL09U	1028 - 1031	4	Grade 9 Students - Black, not Hispanic - unknown
WH09M	1032 - 1035	4	Grade 9 Students - White, not Hispanic - male
WH09F	1036 - 1039	4	Grade 9 Students - White, not Hispanic - female
WH09U	1040 - 1043	4	Grade 9 Students - White, not Hispanic - unknown
TOT10	1044 - 1047	4	Total Grade 10 Students
AM10M	1048 - 1051	4	Grade 10 Students - American Indian/Alaska Native - male
AM10F	1052 - 1055	4	Grade 10 Students - American Indian/Alaska Native - female
AM10U	1056 - 1059	4	Grade 10 Students - American Indian/Alaska Native - unknown
AS10M	1060 - 1063	4	Grade 10 Students - Asian/Pacific Islander - male
AS10F	1064 - 1067	4	Grade 10 Students - Asian/Pacific Islander - female
AS10U	1068 - 1071	4	Grade 10 Students - Asian/Pacific Islander - unknown
HI10M	1072 - 1075	4	Grade 10 Students - Hispanic - male
HI10F	1076 - 1079	4	Grade 10 Students - Hispanic - female
HI10U	1080 - 1083	4	Grade 10 Students - Hispanic - unknown
BL10M	1084 - 1087	4	Grade 10 Students - Black, not Hispanic - male
BL10F	1088 - 1091	4	Grade 10 Students - Black, not Hispanic - female
BL10U	1092 - 1095	4	Grade 10 Students - Black, not Hispanic - unknown
WH10M	1096 - 1099	4	Grade 10 Students - White, not Hispanic - male
WH10F	1100 - 1103	4	Grade 10 Students - White, not Hispanic - female
WH10U	1104 - 1107	4	Grade 10 Students - White, not Hispanic - unknown

APPENDIX E-1: SCHOOL UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
TOT11	1108 - 1111	4	Total Grade 11 Students
AM11M	1112 - 1115	4	Grade 11 Students - American Indian/Alaska Native - male
AM11F	1116 - 1119	4	Grade 11 Students - American Indian/Alaska Native - female
AM11U	1120 - 1123	4	Grade 11 Students - American Indian/Alaska Native - unknown
AS11M	1124 - 1127	4	Grade 11 Students - Asian/Pacific Islander - male
AS11F	1128 - 1131	4	Grade 11 Students - Asian/Pacific Islander - female
AS11U	1132 - 1135	4	Grade 11 Students - Asian/Pacific Islander - unknown
HI11M	1136 - 1139	4	Grade 11 Students - Hispanic - male
HI11F	1140 - 1143	4	Grade 11 Students - Hispanic - female
HI11U	1144 - 1147	4	Grade 11 Students - Hispanic - unknown
BL11M	1148 - 1151	4	Grade 11 Students - Black, not Hispanic - male
BL11F	1152 - 1155	4	Grade 11 Students - Black, not Hispanic - female
BL11U	1156 - 1159	4	Grade 11 Students - Black, not Hispanic - unknown
WH11M	1160 - 1163	4	Grade 11 Students - White, not Hispanic - male
WH11F	1164 - 1167	4	Grade 11 Students - White, not Hispanic - female
WH11U	1168 - 1171	4	Grade 11 Students - White, not Hispanic - unknown
TOT12	1172 - 1175	4	Total Grade 12 Students
AM12M	1176 - 1179	4	Grade 12 Students - American Indian/Alaska Native - male
AM12F	1180 - 1183	4	Grade 12 Students - American Indian/Alaska Native - female
AM12U	1184 - 1187	4	Grade 12 Students - American Indian/Alaska Native - unknown
AS12M	1188 - 1191	4	Grade 12 Students - Asian/Pacific Islander - male
AS12F	1192 - 1195	4	Grade 12 Students - Asian/Pacific Islander - female
AS12U	1196 - 1199	4	Grade 12 Students - Asian/Pacific Islander - unknown
HI12M	1200 - 1203	4	Grade 12 Students - Hispanic - male
HI12F	1204 - 1207	4	Grade 12 Students - Hispanic - female
HI12U	1208 - 1211	4	Grade 12 Students - Hispanic - unknown
BL12M	1212 - 1215	4	Grade 12 Students - Black, not Hispanic - male
BL12F	1216 - 1219	4	Grade 12 Students - Black, not Hispanic - female
BL12U	1220 - 1223	4	Grade 12 Students - Black, not Hispanic - unknown
WH12M	1224 - 1227	4	Grade 12 Students - White, not Hispanic - male
WH12F	1228 - 1231	4	Grade 12 Students - White, not Hispanic - female
WH12U	1232 - 1235	4	Grade 12 Students - White, not Hispanic - unknown
TOTUG	1236 - 1239	4	Total Ungraded Students
AMUGM	1240 - 1243	4	Ungraded Students - American Indian/Alaska Native - male
AMUGF	1244 - 1247	4	Ungraded Students - American Indian/Alaska Native - female
AMUGU	1248 - 1251	4	Ungraded Students - American Indian/Alaska Native - unknown
ASUGM	1252 - 1255	4	Ungraded Students - Asian/Pacific Islander - male
ASUGF	1256 - 1259	4	Ungraded Students - Asian/Pacific Islander - female
ASUGU	1260 - 1263	4	Ungraded Students - Asian/Pacific Islander - unknown
HIUGM	1264 - 1267	4	Ungraded Students - Hispanic - male
HIUGF	1268 - 1271	4	Ungraded Students - Hispanic - female
HIUGU	1272 - 1275	4	Ungraded Students - Hispanic - unknown
BLUGM	1276 - 1279	4	Ungraded Students - Black, not Hispanic - male
BLUGF	1280 - 1283	4	Ungraded Students - Black, not Hispanic - female
BLUGU	1284 - 1287	4	Ungraded Students - Black, not Hispanic - unknown
WHUGM	1288 - 1291	4	Ungraded Students - White, not Hispanic - male
WHUGF	1292 - 1295	4	Ungraded Students - White, not Hispanic - female
WHUGU	1296 - 1299	4	Ungraded Students - White, not Hispanic - unknown

APPENDIX E-1: SCHOOL UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
TOTAL	1300 - 1303	4	Total Students, All Grades
AMALM	1304 - 1307	4	Total Students, All Grades - American Indian/Alaska Native - male
AMALF	1308 - 1311	4	Total Students, All Grades - American Indian/Alaska Native - female
AMALU	1312 - 1315	4	Total Students, All Grades - American Indian/Alaska Native - unknown
ASALM	1316 - 1319	4	Total Students, All Grades - Asian/Pacific Islander - male
ASALF	1320 - 1323	4	Total Students, All Grades - Asian/Pacific Islander - female
ASALU	1324 - 1327	4	Total Students, All Grades - Asian/Pacific Islander - unknown
HIALM	1328 - 1331	4	Total Students, All Grades - Hispanic - male
HIALF	1332 - 1335	4	Total Students, All Grades - Hispanic - female
HIALU	1336 - 1339	4	Total Students, All Grades - Hispanic - unknown
BLALM	1340 - 1343	4	Total Students, All Grades - Black, not Hispanic - male
BLALF	1344 - 1347	4	Total Students, All Grades - Black, not Hispanic - female
BLALU	1348 - 1351	4	Total Students, All Grades - Black, not Hispanic - unknown
WHALM	1352 - 1355	4	Total Students, All Grades - White, not Hispanic - male
WHALF	1356 - 1359	4	Total Students, All Grades - White, not Hispanic - female
WHALU	1360 - 1363	4	Total Students, All Grades - White, not Hispanic - unknown

APPENDIX E-2: AGENCY UNIVERSE MULTIPLE RECORD LAYOUT

Field Name	Field Position	Field Length	Description
RECTYPE	001 - 004	4	Record Type Code (AGID)
LEAID	005 - 011	7	NCES Education Agency ID
STID	012 - 025	14	State Education Agency ID
NAME	026 - 085	60	Name of Education Agency
PHONE	086 - 095	10	Telephone Number(Area Code and Phone Number)
MSTREE	096 - 125	30	Mailing Address - Street
MCITY	126 - 155	30	Mailing Address - City
MSTATE	156 - 157	2	Mailing Address - State (P.O. Abbreviation)
MZIP	158 - 162	5	Mailing Address - ZIP (digits 1 thru 5)
MZIP4	163 - 166	4	Mailing Address - ZIP4 (digits 6 thru 9)
LSTREE	167 - 196	30	Physical Location Address - Street
LCITY	197 - 226	30	Physical Location Address - City
LSTATE	227 - 228	2	Physical Location Address - State (P.O. Abbreviation)
LZIP	229 - 233	5	Physical Location Address - ZIP (digits 1 thru 5)
LZIP4	234 - 237	4	Physical Location Address - ZIP4 (digits 6 thru 9)
AGTYP	238 - 238	1	Education Agency Type Code
UNION	239 - 241	3	Supervisory Union ID Number
CONAME	242 - 271	30	County Name
CONUM	272 - 276	5	FIPS County Code
BOUND	277 - 277	1	Operational Status Code
GSLO	278 - 279	2	Grade Span Offered - Lowest grade
GSHI	280 - 281	2	Grade Span Offered - Highest grade
Students:			
UG	282 - 288	7	Ungraded Students
PK12	289 - 295	7	PK-12 Students
MIGRNT	296 - 302	7	Migrant Students Served in a Summer Program
SPECED	303 - 309	7	Special Education - Individual Education Program (IEP)
ELL	310 - 316	7	English Language Learner
Staff (one explicit decimal place):			
RECTYPE	001 - 004	4	Record Type Code (ASTF)
LEAID	005 - 011	7	NCES Education Agency ID
STID	012 - 025	14	State Education Agency ID
PKTCH	026 - 032	7	Prekindergarten Teachers
KGTCH	033 - 039	7	Kindergarten Teachers
ELMTCH	040 - 046	7	Elementary Teachers
SECTCH	047 - 053	7	Secondary Teachers
UGTCH	054 - 060	7	Teachers of Ungraded Classes
TOTTCH	061 - 067	7	Total FTE Teachers
AIDES	068 - 074	7	Instructional Aides
CORSUP	075 - 081	7	Instructional Coordinators and Supervisors
ELMGUI	082 - 088	7	Elementary Guidance Counselors
SECGUI	089 - 095	7	Secondary Guidance Counselors
TOTGUI	096 - 102	7	Total Guidance Counselors
LIBSPE	103 - 109	7	Librarians/Media Specialists
LIBSUP	110 - 116	7	Library/Media Support Staff
LEAADM	117 - 123	7	LEA Administrators
LEASUP	124 - 130	7	LEA Administrative Support Staff
SCHADM	131 - 137	7	School Administrators
SCHSUP	138 - 144	7	School Administrative Support Staff
STUSUP	145 - 151	7	Student Support Services Staff
OTHSUP	152 - 158	7	All Other Support Staff

APPENDIX E-2: AGENCY UNIVERSE MULTIPLE RECORD LAYOUT

Field Name	Field Position	Field Length	Description
Diploma Recipients by Race/Ethnicity and by Gender:			
RECTYPE	001 - 004	4	Record Type Code (ADPL)
LEAID	005 - 011	7	NCES Education Agency ID
STID	012 - 025	14	State Education Agency ID
TOTDPL	026 - 031	6	Total Diploma Recipients
AMDPLM	032 - 037	6	Diploma Recipients - American Indian/Alaska Native - male
AMDPLF	038 - 043	6	Diploma Recipients - American Indian/Alaska Native - female
AMDPLU	044 - 049	6	Diploma Recipients - American Indian/Alaska Native - gender unknown
ASDPLM	050 - 055	6	Diploma Recipients - Asian/Pacific Islander - male
ASDPLF	056 - 061	6	Diploma Recipients - Asian/Pacific Islander - female
ASDPLU	062 - 067	6	Diploma Recipients - Asian/Pacific Islander - gender unknown
HIDPLM	068 - 073	6	Diploma Recipients - Hispanic - male
HIDPLF	074 - 079	6	Diploma Recipients - Hispanic - female
HIDPLU	080 - 085	6	Diploma Recipients - Hispanic - gender unknown
BLDPLM	086 - 091	6	Diploma Recipients - Black, not Hispanic - male
BLDPLF	092 - 097	6	Diploma Recipients - Black, not Hispanic - female
BLDPLU	098 - 103	6	Diploma Recipients - Black, not Hispanic - gender unknown
WHDPLM	104 - 109	6	Diploma Recipients - White, not Hispanic - male
WHDPLF	110 - 115	6	Diploma Recipients - White, not Hispanic - female
WHDPLU	116 - 121	6	Diploma Recipients - White, not Hispanic - gender unknown
Other High School Completers by Race/Ethnicity and by Gender:			
RECTYPE	001 - 004	4	Record Type Code (AOHC)
LEAID	005 - 011	7	NCES Education Agency ID
STID	012 - 025	14	State Education Agency ID
TOTOHC	026 - 031	6	Total Other High School Completers
AMOHCM	032 - 037	6	Other High School Completers - American Indian/Alaska Native - male
AMOHCF	038 - 043	6	Other High School Completers - American Indian/Alaska Native - female
AMOHCU	044 - 049	6	Other High School Completers - American Indian/Alaska Native - gender unknown
ASOHCM	050 - 055	6	Other High School Completers - Asian/Pacific Islander - male
ASOHCF	056 - 061	6	Other High School Completers - Asian/Pacific Islander - female
ASOHCU	062 - 067	6	Other High School Completers - Asian/Pacific Islander - gender unknown
HIOHCM	068 - 073	6	Other High School Completers - Hispanic - male
HIOHCF	074 - 079	6	Other High School Completers - Hispanic - female
HIOHCU	080 - 085	6	Other High School Completers - Hispanic - gender unknown
BLOHCM	086 - 091	6	Other High School Completers - Black, not Hispanic - male
BLOHCF	092 - 097	6	Other High School Completers - Black, not Hispanic - female
BLOHCU	098 - 103	6	Other High School Completers - Black, not Hispanic - gender unknown
WHOHCM	104 - 109	6	Other High School Completers - White, not Hispanic - male
WHOHCF	110 - 115	6	Other High School Completers - White, not Hispanic - female
WHOHCU	116 - 121	6	Other High School Completers - White, not Hispanic - gender unknown

APPENDIX E-2: AGENCY UNIVERSE MULTIPLE RECORD LAYOUT

Field Name	Field Position	Field Length	Description
Dropouts by Grade, by Race/Ethnicity and by Gender:			
RECTYPE	001 - 004	4	Record Type Code (AD07)
LEAID	005 - 011	7	NCES Education Agency ID
STID	012 - 025	14	State Education Agency ID
TOTD07	026 - 031	6	Total Grade 7 Dropouts
AMD07M	032 - 037	6	Grade 7 Dropouts - American Indian/Alaska Native - male
AMD07F	038 - 043	6	Grade 7 Dropouts - American Indian/Alaska Native - female
AMD07U	044 - 049	6	Grade 7 Dropouts - American Indian/Alaska Native - gender unknown
ASD07M	050 - 055	6	Grade 7 Dropouts - Asian/Pacific Islander - male
ASD07F	056 - 061	6	Grade 7 Dropouts - Asian/Pacific Islander - female
ASD07U	062 - 067	6	Grade 7 Dropouts - Asian/Pacific Islander - gender unknown
HID07M	068 - 073	6	Grade 7 Dropouts - Hispanic - male
HID07F	074 - 079	6	Grade 7 Dropouts - Hispanic - female
HID07U	080 - 085	6	Grade 7 Dropouts - Hispanic - gender unknown
BLD07M	086 - 091	6	Grade 7 Dropouts - Black, not Hispanic - male
BLD07F	092 - 097	6	Grade 7 Dropouts - Black, not Hispanic - female
BLD07U	098 - 103	6	Grade 7 Dropouts - Black, not Hispanic - gender unknown
WHD07M	104 - 109	6	Grade 7 Dropouts - White, not Hispanic - male
WHD07F	110 - 115	6	Grade 7 Dropouts - White, not Hispanic - female
WHD07U	116 - 121	6	Grade 7 Dropouts - White, not Hispanic - gender unknown
RECTYPE	001 - 004	4	Record Type Code (AD08)
LEAID	005 - 011	7	NCES Education Agency ID
STID	012 - 025	14	State Education Agency ID
TOTD08	026 - 031	6	Total Grade 8 Dropouts
AMD08M	032 - 037	6	Grade 8 Dropouts - American Indian/Alaska Native - male
AMD08F	038 - 043	6	Grade 8 Dropouts - American Indian/Alaska Native - female
AMD08U	044 - 049	6	Grade 8 Dropouts - American Indian/Alaska Native - gender unknown
ASD08M	050 - 055	6	Grade 8 Dropouts - Asian/Pacific Islander - male
ASD08F	056 - 061	6	Grade 8 Dropouts - Asian/Pacific Islander - female
ASD08U	062 - 067	6	Grade 8 Dropouts - Asian/Pacific Islander - gender unknown
HID08M	068 - 073	6	Grade 8 Dropouts - Hispanic - male
HID08F	074 - 079	6	Grade 8 Dropouts - Hispanic - female
HID08U	080 - 085	6	Grade 8 Dropouts - Hispanic - gender unknown
BLD08M	086 - 091	6	Grade 8 Dropouts - Black, not Hispanic - male
BLD08F	092 - 097	6	Grade 8 Dropouts - Black, not Hispanic - female
BLD08U	098 - 103	6	Grade 8 Dropouts - Black, not Hispanic - gender unknown
WHD08M	104 - 109	6	Grade 8 Dropouts - White, not Hispanic - male
WHD08F	110 - 115	6	Grade 8 Dropouts - White, not Hispanic - female
WHD08U	116 - 121	6	Grade 8 Dropouts - White, not Hispanic - gender unknown

APPENDIX E-2: AGENCY UNIVERSE MULTIPLE RECORD LAYOUT

Field Name	Field Position	Field Length	Description
Dropouts by Grade, by Race/Ethnicity and by Gender:			
RECTYPE	001 - 004	4	Record Type Code (AD09)
LEAID	005 - 011	7	NCES Education Agency ID
STID	012 - 025	14	State Education Agency ID
TOTD09	026 - 031	6	Total Grade 9 Dropouts
AMD09M	032 - 037	6	Grade 9 Dropouts - American Indian/Alaska Native - male
AMD09F	038 - 043	6	Grade 9 Dropouts - American Indian/Alaska Native - female
AMD09U	044 - 049	6	Grade 9 Dropouts - American Indian/Alaska Native - gender unknown
ASD09M	050 - 055	6	Grade 9 Dropouts - Asian/Pacific Islander - male
ASD09F	056 - 061	6	Grade 9 Dropouts - Asian/Pacific Islander - female
ASD09U	062 - 067	6	Grade 9 Dropouts - Asian/Pacific Islander - gender unknown
HID09M	068 - 073	6	Grade 9 Dropouts - Hispanic - male
HID09F	074 - 079	6	Grade 9 Dropouts - Hispanic - female
HID09U	080 - 085	6	Grade 9 Dropouts - Hispanic - gender unknown
BLD09M	086 - 091	6	Grade 9 Dropouts - Black, not Hispanic - male
BLD09F	092 - 097	6	Grade 9 Dropouts - Black, not Hispanic - female
BLD09U	098 - 103	6	Grade 9 Dropouts - Black, not Hispanic - gender unknown
WHD09M	104 - 109	6	Grade 9 Dropouts - White, not Hispanic - male
WHD09F	110 - 115	6	Grade 9 Dropouts - White, not Hispanic - female
WHD09U	116 - 121	6	Grade 9 Dropouts - White, not Hispanic - gender unknown
RECTYPE	001 - 004	4	Record Type Code (AD10)
LEAID	005 - 011	7	NCES Education Agency ID
STID	012 - 025	14	State Education Agency ID
TOTD10	026 - 031	6	Total Grade 10 Dropouts
AMD10M	032 - 037	6	Grade 10 Dropouts - American Indian/Alaska Native - male
AMD10F	038 - 043	6	Grade 10 Dropouts - American Indian/Alaska Native - female
AMD10U	044 - 049	6	Grade 10 Dropouts - American Indian/Alaska Native - gender unknown
ASD10M	050 - 055	6	Grade 10 Dropouts - Asian/Pacific Islander - male
ASD10F	056 - 061	6	Grade 10 Droouts - Asian/Pacific Islander - female
ASD10U	062 - 067	6	Grade 10 Dropouts - Asian/Pacific Islander - gender unknown
HID10M	068 - 073	6	Grade 10 Dropouts - Hispanic - male
HID10F	074 - 079	6	Grade 10 Dropouts - Hispanic - female
HID10U	080 - 085	6	Grade 10 Dropouts - Hispanic - gender unknown
BLD10M	086 - 091	6	Grade 10 Dropouts - Black, not Hispanic - male
BLD10F	092 - 097	6	Grade 10 Dropouts - Black, not Hispanic - female
BLD10U	098 - 103	6	Grade 10 Dropouts - Black, not Hispanic - gender unknown
WHD10M	104 - 109	6	Grade 10 Dropouts - White, not Hispanic - male
WHD10F	110 - 115	6	Grade 10 Dropouts - White, not Hispanic - female
WHD10U	116 - 121	6	Grade 10 Dropouts - White, not Hispanic - gender unknown

APPENDIX E-2: AGENCY UNIVERSE MULTIPLE RECORD LAYOUT

Field Name	Field Position	Field Length	Description
Dropouts by Grade, by Race/Ethnicity and by Gender:			
RECTYPE	001 - 004	4	Record Type Code (AD11)
LEAID	005 - 011	7	NCES Education Agency ID
STID	012 - 025	14	State Education Agency ID
TOTD11	026 - 031	6	Total Grade 11 Dropouts
AMD11M	032 - 037	6	Grade 11 Dropouts - American Indian/Alaska Native - male
AMD11F	038 - 043	6	Grade 11 Dropouts - American Indian/Alaska Native - female
AMD11U	044 - 049	6	Grade 11 Dropouts - American Indian/Alaska Native - gender unknown
ASD11M	050 - 055	6	Grade 11 Dropouts - Asian/Pacific Islander - male
ASD11F	056 - 061	6	Grade 11 Dropouts - Asian/Pacific Islander - female
ASD11U	062 - 067	6	Grade 11 Dropouts - Asian/Pacific Islander - gender unknown
HID11M	068 - 073	6	Grade 11 Dropouts - Hispanic - male
HID11F	074 - 079	6	Grade 11 Dropouts - Hispanic - female
HID11U	080 - 085	6	Grade 11 Dropouts - Hispanic - gender unknown
BLD11M	086 - 091	6	Grade 11 Dropouts - Black, not Hispanic - male
BLD11F	092 - 097	6	Grade 11 Dropouts - Black, not Hispanic - female
BLD11U	098 - 103	6	Grade 11 Dropouts - Black, not Hispanic - gender unknown
WHD11M	104 - 109	6	Grade 11 Dropouts - White, not Hispanic - male
WHD11F	110 - 115	6	Grade 11 Dropouts - White, not Hispanic - female
WHD11U	116 - 121	6	Grade 11 Dropouts - White, not Hispanic - gender unknown
RECTYPE	001 - 004	4	Record Type Code (AD12)
LEAID	005 - 011	7	NCES Education Agency ID
STID	012 - 025	14	State Education Agency ID
TOTD12	026 - 031	6	Total Grade 12 Dropouts
AMD12M	032 - 037	6	Grade 12 Dropouts - American Indian/Alaska Native - male
AMD12F	038 - 043	6	Grade 12 Dropouts - American Indian/Alaska Native - female
AMD12U	044 - 049	6	Grade 12 Dropouts - American Indian/Alaska Native - gender unknown
ASD12M	050 - 055	6	Grade 12 Dropouts - Asian/Pacific Islander - male
ASD12F	056 - 061	6	Grade 12 Dropouts - Asian/Pacific Islander - female
ASD12U	062 - 067	6	Grade 12 Dropouts - Asian/Pacific Islander - gender unknown
HID12M	068 - 073	6	Grade 12 Dropouts - Hispanic - male
HID12F	074 - 079	6	Grade 12 Dropouts - Hispanic - female
HID12U	080 - 085	6	Grade 12 Dropouts - Hispanic - gender unknown
BLD12M	086 - 091	6	Grade 12 Dropouts - Black, not Hispanic - male
BLD12F	092 - 097	6	Grade 12 Dropouts - Black, not Hispanic - female
BLD12U	098 - 103	6	Grade 12 Dropouts - Black, not Hispanic - gender unknown
WHD12M	104 - 109	6	Grade 12 Dropouts - White, not Hispanic - male
WHD12F	110 - 115	6	Grade 12 Dropouts - White, not Hispanic - female
WHD12U	116 - 121	6	Grade 12 Dropouts - White, not Hispanic - gender unknown

APPENDIX E-2: AGENCY UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
LEAID	001 - 007	7	NCES Education Agency ID
STID	008 - 021	14	State Education Agency ID
NAME	022 - 081	60	Name of Education Agency
PHONE	082 - 091	10	Telephone Number(Area Code and Phone Number)
MSTREE	092 - 121	30	Mailing Address - Street
MCITY	122 - 151	30	Mailing Address - City
MSTATE	152 - 153	2	Mailing Address - State (P.O. Abbreviation)
MZIP	154 - 158	5	Mailing Address - ZIP (digits 1 thru 5)
MZIP4	159 - 162	4	Mailing Address - ZIP4 (digits 6 thru 9)
LSTREE	163 - 192	30	Physical Location Address - Street
LCITY	193 - 222	30	Physical Location Address - City
LSTATE	223 - 224	2	Physical Location Address - State (P.O. Abbreviation)
LZIP	225 - 229	5	Physical Location Address - ZIP (digits 1 thru 5)
LZIP4	230 - 233	4	Physical Location Address - ZIP4 (digits 6 thru 9)
AGTYP	234 - 234	1	Education Agency Type Code
UNION	235 - 237	3	Supervisory Union ID Number
CONAME	238 - 267	30	County Name
CONUM	268 - 272	5	FIPS County Code
BOUND	273 - 273	1	Operational Status Code
GSLO	274 - 275	2	Grade Span Offered - Lowest grade
GSHI	276 - 277	2	Grade Span Offered - Highest grade
Students:			
UG	278 - 284	7	Ungraded Students
PK12	285 - 291	7	PK-12 Students
MIGRNT	292 - 298	7	Migrant Students Served in a Summer Program
SPECED	299 - 305	7	Special Education - Individual Education Program (IEP)
ELL	306 - 312	7	English Language Learner
Staff (one explicit decimal place):			
PKTCH	313 - 319	7	Prekindergarten Teachers
KG TCH	320 - 326	7	Kindergarten Teachers
ELMTCH	327 - 333	7	Elementary Teachers
SECTCH	334 - 340	7	Secondary Teachers
UGTCH	341 - 347	7	Teachers of Ungraded Classes
TOTTCH	348 - 354	7	Total FTE Teachers
AIDES	355 - 361	7	Instructional Aides
CORSUP	362 - 368	7	Instructional Coordinators and Supervisors
ELMGUI	369 - 375	7	Elementary Guidance Counselors
SECGUI	376 - 382	7	Secondary Guidance Counselors
TOTGUI	383 - 389	7	Total Guidance Counselors
LIBSPE	390 - 396	7	Librarians/Media Specialists
LIBSUP	397 - 403	7	Library/Media Support Staff
LEAADM	404 - 410	7	LEA Administrators
LEASUP	411 - 417	7	LEA Administrative Support Staff
SCHADM	418 - 424	7	School Administrators
SCHSUP	425 - 431	7	School Administrative Support Staff
STUSUP	432 - 438	7	Student Support Services Staff
OTHSUP	439 - 445	7	All Other Support Staff

APPENDIX E-2: AGENCY UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
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Diploma Recipients by Race/Ethnicity and by Gender:

TOTDPL	446 - 451	6	Total Diploma Recipients
AMDPLM	452 - 457	6	Diploma Recipients - American Indian/Alaska Native - male
AMDPLF	458 - 463	6	Diploma Recipients - American Indian/Alaska Native - female
AMDPLU	464 - 469	6	Diploma Recipients - American Indian/Alaska Native - gender unknown
ASDPLM	470 - 475	6	Diploma Recipients - Asian/Pacific Islander - male
ASDPLF	476 - 481	6	Diploma Recipients - Asian/Pacific Islander - female
ASDPLU	482 - 487	6	Diploma Recipients - Asian/Pacific Islander - gender unknown
HIDPLM	488 - 493	6	Diploma Recipients - Hispanic - male
HIDPLF	494 - 499	6	Diploma Recipients - Hispanic - female
HIDPLU	500 - 505	6	Diploma Recipients - Hispanic - gender unknown
BLDPLM	506 - 511	6	Diploma Recipients - Black, not Hispanic - male
BLDPLF	512 - 517	6	Diploma Recipients - Black, not Hispanic - female
BLDPLU	518 - 523	6	Diploma Recipients - Black, not Hispanic - gender unknown
WHDPLM	524 - 529	6	Diploma Recipients - White, not Hispanic - male
WHDPLF	530 - 535	6	Diploma Recipients - White, not Hispanic - female
WHDPLU	536 - 541	6	Diploma Recipients - White, not Hispanic - gender unknown

Other High School Completers by Race/Ethnicity and by Gender:

TOTOHC	542 - 547	6	Total Other High School Completers
AMOHCM	548 - 553	6	Other High School Completers - American Indian/Alaska Native - male
AMOHCF	554 - 559	6	Other High School Completers - American Indian/Alaska Native - female
AMOHCU	560 - 565	6	Other High School Completers - American Indian/Alaska Native - gender unknown
ASOHCM	566 - 571	6	Other High School Completers - Asian/Pacific Islander - male
ASOHCF	572 - 577	6	Other High School Completers - Asian/Pacific Islander - female
ASOHCU	578 - 583	6	Other High School Completers - Asian/Pacific Islander - gender unknown
HIOHCM	584 - 589	6	Other High School Completers - Hispanic - male
HIOHCF	590 - 595	6	Other High School Completers - Hispanic - female
HIOHCU	596 - 601	6	Other High School Completers - Hispanic - gender unknown
BLOHCM	602 - 607	6	Other High School Completers - Black, not Hispanic - male
BLOHCF	608 - 613	6	Other High School Completers - Black, not Hispanic - female
BLOHCU	614 - 619	6	Other High School Completers - Black, not Hispanic - gender unknown
WHOHCM	620 - 625	6	Other High School Completers - White, not Hispanic - male
WHOHCF	626 - 631	6	Other High School Completers - White, not Hispanic - female
WHOHCU	632 - 637	6	Other High School Completers - White, not Hispanic - gender unknown

APPENDIX E-2: AGENCY UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
Dropouts by Grade, by Race/Ethnicity and by Gender:			
TOTD07	638 - 643	6	Total Grade 7 Dropouts
AMD07M	644 - 649	6	Grade 7 Dropouts - American Indian/Alaska Native - male
AMD07F	650 - 655	6	Grade 7 Dropouts - American Indian/Alaska Native - female
AMD07U	656 - 661	6	Grade 7 Dropouts - American Indian/Alaska Native - gender unknown
ASD07M	662 - 667	6	Grade 7 Dropouts - Asian/Pacific Islander - male
ASD07F	668 - 673	6	Grade 7 Dropouts - Asian/Pacific Islander - female
ASD07U	674 - 679	6	Grade 7 Dropouts - Asian/Pacific Islander - gender unknown
HID07M	680 - 685	6	Grade 7 Dropouts - Hispanic - male
HID07F	686 - 691	6	Grade 7 Dropouts - Hispanic - female
HID07U	692 - 697	6	Grade 7 Dropouts - Hispanic - gender unknown
BLD07M	698 - 703	6	Grade 7 Dropouts - Black, not Hispanic - male
BLD07F	704 - 709	6	Grade 7 Dropouts - Black, not Hispanic - female
BLD07U	710 - 715	6	Grade 7 Dropouts - Black, not Hispanic - gender unknown
WHD07M	716 - 721	6	Grade 7 Dropouts - White, not Hispanic - male
WHD07F	722 - 727	6	Grade 7 Dropouts - White, not Hispanic - female
WHD07U	728 - 733	6	Grade 7 Dropouts - White, not Hispanic - gender unknown
TOTD08	734 - 739	6	Total Grade 8 Dropouts
AMD08M	740 - 745	6	Grade 8 Dropouts - American Indian/Alaska Native - male
AMD08F	746 - 751	6	Grade 8 Dropouts - American Indian/Alaska Native - female
AMD08U	752 - 757	6	Grade 8 Dropouts - American Indian/Alaska Native - gender unknown
ASD08M	758 - 763	6	Grade 8 Dropouts - Asian/Pacific Islander - male
ASD08F	764 - 769	6	Grade 8 Dropouts - Asian/Pacific Islander - female
ASD08U	770 - 775	6	Grade 8 Dropouts - Asian/Pacific Islander - gender unknown
HID08M	776 - 781	6	Grade 8 Dropouts - Hispanic - male
HID08F	782 - 787	6	Grade 8 Dropouts - Hispanic - female
HID08U	788 - 793	6	Grade 8 Dropouts - Hispanic - gender unknown
BLD08M	794 - 799	6	Grade 8 Dropouts - Black, not Hispanic - male
BLD08F	800 - 805	6	Grade 8 Dropouts - Black, not Hispanic - female
BLD08U	806 - 811	6	Grade 8 Dropouts - Black, not Hispanic - gender unknown
WHD08M	812 - 817	6	Grade 8 Dropouts - White, not Hispanic - male
WHD08F	818 - 823	6	Grade 8 Dropouts - White, not Hispanic - female
WHD08U	824 - 829	6	Grade 8 Dropouts - White, not Hispanic - gender unknown
TOTD09	830 - 835	6	Total Grade 9 Dropouts
AMD09M	836 - 841	6	Grade 9 Dropouts - American Indian/Alaska Native - male
AMD09F	842 - 847	6	Grade 9 Dropouts - American Indian/Alaska Native - female
AMD09U	848 - 853	6	Grade 9 Dropouts - American Indian/Alaska Native - gender unknown
ASD09M	854 - 859	6	Grade 9 Dropouts - Asian/Pacific Islander - male
ASD09F	860 - 865	6	Grade 9 Dropouts - Asian/Pacific Islander - female
ASD09U	866 - 871	6	Grade 9 Dropouts - Asian/Pacific Islander - gender unknown
HID09M	872 - 877	6	Grade 9 Dropouts - Hispanic - male
HID09F	878 - 883	6	Grade 9 Dropouts - Hispanic - female
HID09U	884 - 889	6	Grade 9 Dropouts - Hispanic - gender unknown
BLD09M	890 - 895	6	Grade 9 Dropouts - Black, not Hispanic - male
BLD09F	896 - 901	6	Grade 9 Dropouts - Black, not Hispanic - female
BLD09U	902 - 907	6	Grade 9 Dropouts - Black, not Hispanic - gender unknown
WHD09M	908 - 913	6	Grade 9 Dropouts - White, not Hispanic - male
WHD09F	914 - 919	6	Grade 9 Dropouts - White, not Hispanic - female
WHD09U	920 - 925	6	Grade 9 Dropouts - White, not Hispanic - gender unknown

APPENDIX E-2: AGENCY UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
TOTD10	926 - 931	6	Total Grade 10 Dropouts
AMD10M	932 - 937	6	Grade 10 Dropouts - American Indian/Alaska Native - male
AMD10F	938 - 943	6	Grade 10 Dropouts - American Indian/Alaska Native - female
AMD10U	944 - 949	6	Grade 10 Dropouts - American Indian/Alaska Native - gender unknown
ASD10M	950 - 955	6	Grade 10 Dropouts - Asian/Pacific Islander - male
ASD10F	956 - 961	6	Grade 10 Dropouts - Asian/Pacific Islander - female
ASD10U	962 - 967	6	Grade 10 Dropouts - Asian/Pacific Islander - gender unknown
HID10M	968 - 973	6	Grade 10 Dropouts - Hispanic - male
HID10F	974 - 979	6	Grade 10 Dropouts - Hispanic - female
HID10U	980 - 985	6	Grade 10 Dropouts - Hispanic - gender unknown
BLD10M	986 - 991	6	Grade 10 Dropouts - Black, not Hispanic - male
BLD10F	992 - 997	6	Grade 10 Dropouts - Black, not Hispanic - female
BLD10U	998 - 1003	6	Grade 10 Dropouts - Black, not Hispanic - gender unknown
WHD10M	1004 - 1009	6	Grade 10 Dropouts - White, not Hispanic - male
WHD10F	1010 - 1015	6	Grade 10 Dropouts - White, not Hispanic - female
WHD10U	1016 - 1021	6	Grade 10 Dropouts - White, not Hispanic - gender unknown
TOTD11	1022 - 1027	6	Total Grade 11 Dropouts
AMD11M	1028 - 1033	6	Grade 11 Dropouts - American Indian/Alaska Native - male
AMD11F	1034 - 1039	6	Grade 11 Dropouts - American Indian/Alaska Native - female
AMD11U	1040 - 1045	6	Grade 11 Dropouts - American Indian/Alaska Native - gender unknown
ASD11M	1046 - 1051	6	Grade 11 Dropouts - Asian/Pacific Islander - male
ASD11F	1052 - 1057	6	Grade 11 Dropouts - Asian/Pacific Islander - female
ASD11U	1058 - 1063	6	Grade 11 Dropouts - Asian/Pacific Islander - gender unknown
HID11M	1064 - 1069	6	Grade 11 Dropouts - Hispanic - male
HID11F	1070 - 1075	6	Grade 11 Dropouts - Hispanic - female
HID11U	1076 - 1081	6	Grade 11 Dropouts - Hispanic - gender unknown
BLD11M	1082 - 1087	6	Grade 11 Dropouts - Black, not Hispanic - male
BLD11F	1088 - 1093	6	Grade 11 Dropouts - Black, not Hispanic - female
BLD11U	1094 - 1099	6	Grade 11 Dropouts - Black, not Hispanic - gender unknown
WHD11M	1100 - 1105	6	Grade 11 Dropouts - White, not Hispanic - male
WHD11F	1106 - 1111	6	Grade 11 Dropouts - White, not Hispanic - female
WHD11U	1112 - 1117	6	Grade 11 Dropouts - White, not Hispanic - gender unknown
TOTD12	1118 - 1123	6	Total Grade 12 Dropouts
AMD12M	1124 - 1129	6	Grade 12 Dropouts - American Indian/Alaska Native - male
AMD12F	1130 - 1135	6	Grade 12 Dropouts - American Indian/Alaska Native - female
AMD12U	1136 - 1141	6	Grade 12 Dropouts - American Indian/Alaska Native - gender unknown
ASD12M	1142 - 1147	6	Grade 12 Dropouts - Asian/Pacific Islander - male
ASD12F	1148 - 1153	6	Grade 12 Dropouts - Asian/Pacific Islander - female
ASD12U	1154 - 1159	6	Grade 12 Dropouts - Asian/Pacific Islander - gender unknown
HID12M	1160 - 1165	6	Grade 12 Dropouts - Hispanic - male
HID12F	1166 - 1171	6	Grade 12 Dropouts - Hispanic - female
HID12U	1172 - 1177	6	Grade 12 Dropouts - Hispanic - gender unknown
BLD12M	1178 - 1183	6	Grade 12 Dropouts - Black, not Hispanic - male
BLD12F	1184 - 1189	6	Grade 12 Dropouts - Black, not Hispanic - female
BLD12U	1190 - 1195	6	Grade 12 Dropouts - Black, not Hispanic - gender unknown
WHD12M	1196 - 1201	6	Grade 12 Dropouts - White, not Hispanic - male
WHD12F	1202 - 1207	6	Grade 12 Dropouts - White, not Hispanic - female
WHD12U	1208 - 1213	6	Grade 12 Dropouts - White, not Hispanic - gender unknown

APPENDIX E-3: STATE NONFISCAL RECORD LAYOUT

Field Name	Field Position	Field Length	Description
SURVYEAR	001 - 004	4	Starting Year of Survey (2001)
STFIPS	005 - 006	2	Fed Info Processing Std (FIPS) Code (01-78)
STABR	007 - 008	2	Postal State Abbreviation Codes
SEANAME	009 - 043	35	Name of State Education Agency
STREET	044 - 068	25	Mailing Address - Street
CITY	069 - 086	18	Mailing Address - City
STNAME	087 - 111	25	Mailing Address - State
ZIP	112 - 116	5	Mailing Address - ZIP (digits 1 thru 5)
ZIP4	117 - 121	5	Mailing Address - ZIP4 (dash plus digits 6 thru 9)
PHONE	122 - 135	14	Area Code and Local Phone Number
Instructional Staff:			
PKTCH	136 - 140	5	Prekindergarten Teachers
KGTC	141 - 145	5	Kindergarten Teachers
ELMTCH	146 - 151	6	Elementary Teachers
SECTCH	152 - 157	6	Secondary Teachers
UGTCH	158 - 162	5	Teachers of Ungraded Classes
TOTTCH	163 - 168	6	Total FTE Teachers
AIDES	169 - 173	5	Instructional Aides
CORSUP	174 - 178	5	Instructional Coordinators and Supervisors
Support Services Staff Counts:			
ELMGU	179 - 182	4	Elementary Guidance Counselors/Directors
SECGU	183 - 186	4	Secondary Guidance Counselors/Directors
TOTGU	187 - 190	4	Total Guidance Counselors/Directors
LIBSPE	191 - 194	4	Librarians
LIBSUP	195 - 198	4	Library Support Staff
LEAADM	199 - 203	5	LEA Administrators
LEASUP	204 - 208	5	LEA Administrative Support Staff
SCHADM	209 - 213	5	School Administrators
SCHSUP	214 - 218	5	School Administrative Support Staff
STUSUP	219 - 223	5	Student Support Services Staff
OTHSUP	224 - 229	6	All Other Support Services Staff
Students by Grade:			
PK	230 - 235	6	Prekindergarten Students
KG	236 - 241	6	Kindergarten Students
G01	242 - 247	6	Grade 1 Students
G02	248 - 253	6	Grade 2 Students
G03	254 - 259	6	Grade 3 Students
G04	260 - 265	6	Grade 4 Students
G05	266 - 271	6	Grade 5 Students
G06	272 - 277	6	Grade 6 Students
G07	278 - 283	6	Grade 7 Students
G08	284 - 289	6	Grade 8 Students
G09	290 - 295	6	Grade 9 Students
G10	296 - 301	6	Grade 10 Students
G11	302 - 307	6	Grade 11 Students
G12	308 - 313	6	Grade 12 Students
UG	314 - 319	6	Ungraded Students
MEMBER	320 - 327	8	Total Students

APPENDIX E-3: STATE NONFISCAL RECORD LAYOUT

Field Name	Field Position	Field Length	Description
High School Completers:			
REGDIP	328 - 333	6	Regular and Other Diploma Recipients
EQUIV	334 - 339	6	High School Equivalency recipient (Ages 19 or younger)
OTHCOM	340 - 345	6	Other High School Completers
Students by Grade, and by Race/Ethnicity:			
AMPK	346 - 351	6	Prekindergarten Students - American Indian/Alaska Native
ASPK	352 - 357	6	Prekindergarten Students - Asian/Pacific Islander
HIPK	358 - 363	6	Prekindergarten Students - Hispanic
BLPK	364 - 369	6	Prekindergarten Students - Black, Not Hispanic
WHPK	370 - 375	6	Prekindergarten Students - White, Not Hispanic
AMKG	376 - 381	6	Kindergarten Students - American Indian/Alaska Native
ASKG	382 - 387	6	Kindergarten Students - Asian/Pacific Islander
HIKG	388 - 393	6	Kindergarten Students - Hispanic
BLKG	394 - 399	6	Kindergarten Students - Black, Not Hispanic
WHKG	400 - 405	6	Kindergarten Students - White, Not Hispanic
AM01	406 - 411	6	Grade 1 Students - American Indian/Alaska Native
AS01	412 - 417	6	Grade 1 Students - Asian/Pacific Islander
HI01	418 - 423	6	Grade 1 Students - Hispanic
BL01	424 - 429	6	Grade 1 Students - Black, Not Hispanic
WH01	430 - 435	6	Grade 1 Students - White, Not Hispanic
AM02	436 - 441	6	Grade 2 Students - American Indian/Alaska Native
AS02	442 - 447	6	Grade 2 Students - Asian/Pacific Islander
HI02	448 - 453	6	Grade 2 Students - Hispanic
BL02	454 - 459	6	Grade 2 Students - Black, Not Hispanic
WH02	460 - 465	6	Grade 2 Students - White, Not Hispanic
AM03	466 - 471	6	Grade 3 Students - American Indian/Alaska Native
AS03	472 - 477	6	Grade 3 Students - Asian/Pacific Islander
HI03	478 - 483	6	Grade 3 Students - Hispanic
BL03	484 - 489	6	Grade 3 Students - Black, Not Hispanic
WH03	490 - 495	6	Grade 3 Students - White, Not Hispanic
AM04	496 - 501	6	Grade 4 Students - American Indian/Alaska Native
AS04	502 - 507	6	Grade 4 Students - Asian/Pacific Islander
HI04	508 - 513	6	Grade 4 Students - Hispanic
BL04	514 - 519	6	Grade 4 Students - Black, Not Hispanic
WH04	520 - 525	6	Grade 4 Students - White, Not Hispanic
AM05	526 - 531	6	Grade 5 Students - American Indian/Alaska Native
AS05	532 - 537	6	Grade 5 Students - Asian/Pacific Islander
HI05	538 - 543	6	Grade 5 Students - Hispanic
BL05	544 - 549	6	Grade 5 Students - Black, Not Hispanic
WH05	550 - 555	6	Grade 5 Students - White, Not Hispanic
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APPENDIX E-3: STATE NONFISCAL RECORD LAYOUT

Field Name	Field Position	Field Length	Description
AM06	556 - 561	6	Grade 6 Students - American Indian/Alaska Native
AS06	562 - 567	6	Grade 6 Students - Asian/Pacific Islander
HI06	568 - 573	6	Grade 6 Students - Hispanic
BL06	574 - 579	6	Grade 6 Students - Black, Not Hispanic
WH06	580 - 585	6	Grade 6 Students - White, Not Hispanic
AM07	586 - 591	6	Grade 7 Students - American Indian/Alaska Native
AS07	592 - 597	6	Grade 7 Students - Asian/Pacific Islander
HI07	598 - 603	6	Grade 7 Students - Hispanic
BL07	604 - 609	6	Grade 7 Students - Black, Not Hispanic
WH07	610 - 615	6	Grade 7 Students - White, Not Hispanic
AM08	616 - 621	6	Grade 8 Students - American Indian/Alaska Native
AS08	622 - 627	6	Grade 8 Students - Asian/Pacific Islander
HI08	628 - 633	6	Grade 8 Students - Hispanic
BL08	634 - 639	6	Grade 8 Students - Black, Not Hispanic
WH08	640 - 645	6	Grade 8 Students - White, Not Hispanic
AM09	646 - 651	6	Grade 9 Students - American Indian/Alaska Native
AS09	652 - 657	6	Grade 9 Students - Asian/Pacific Islander
HI09	658 - 663	6	Grade 9 Students - Hispanic
BL09	664 - 669	6	Grade 9 Students - Black, Not Hispanic
WH09	670 - 675	6	Grade 9 Students - White, Not Hispanic
AM10	676 - 681	6	Grade 10 Students - American Indian/Alaska Native
AS10	682 - 687	6	Grade 10 Students - Asian/Pacific Islander
HI10	688 - 693	6	Grade 10 Students - Hispanic
BL10	694 - 699	6	Grade 10 Students - Black, Not Hispanic
WH10	700 - 705	6	Grade 10 Students - White, Not Hispanic
AM11	706 - 711	6	Grade 11 Students - American Indian/Alaska Native
AS11	712 - 717	6	Grade 11 Students - Asian/Pacific Islander
HI11	718 - 723	6	Grade 11 Students - Hispanic
BL11	724 - 729	6	Grade 11 Students - Black, Not Hispanic
WH11	730 - 735	6	Grade 11 Students - White, Not Hispanic
AM12	736 - 741	6	Grade 12 Students - American Indian/Alaska Native
AS12	742 - 747	6	Grade 12 Students - Asian/Pacific Islander
HI12	748 - 753	6	Grade 12 Students - Hispanic
BL12	754 - 759	6	Grade 12 Students - Black, Not Hispanic
WH12	760 - 765	6	Grade 12 Students - White, Not Hispanic
AMUG	766 - 771	6	Ungraded Students - American Indian/Alaska Native
ASUG	772 - 777	6	Ungraded Students - Asian/Pacific Islander
HIUG	778 - 783	6	Ungraded Students - Hispanic
BLUG	784 - 789	6	Ungraded Students - Black, Not Hispanic
WHUG	790 - 795	6	Ungraded Students - White, Not Hispanic
AM	796 - 803	8	Total Students - American Indian/Alaska Native
AS	804 - 811	8	Total Students - Asian/Pacific Islander
HI	812 - 819	8	Total Students - Hispanic
BL	820 - 827	8	Total Students - Black, Not Hispanic
WH	828 - 835	8	Total Students - White, Not Hispanic

APPENDIX E-3: STATE NONFISCAL RECORD LAYOUT

Field Name	Field Position	Field Length	Description
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Regular and Other Diploma Recipients by Race/Ethnicity:

AMDIP	836 - 841	6	Regular and Other Diploma Recipients - American Indian/Alaska Native
ASDIP	842 - 847	6	Regular and Other Diploma Recipients - Asian/Pacific Islander
HIDIP	848 - 853	6	Regular and Other Diploma Recipients - Hispanic
BLDIP	854 - 859	6	Regular and Other Diploma Recipients - Black, Not Hispanic
WHDIP	860 - 865	6	Regular and Other Diploma Recipients - White, Not Hispanic

High School Equivalency Recipients by Race/Ethnicity:

AMEQUIV	866 - 871	6	High School Equivalency Recipients - American Indian/Alaska Native
ASEQUIV	872 - 877	6	High School Equivalency Recipients - Asian/Pacific Islander
HIEQUIV	878 - 883	6	High School Equivalency Recipients - Hispanic
BLEQUIV	884 - 889	6	High School Equivalency Recipients - Black, Not Hispanic
WHEQUIV	890 - 895	6	High School Equivalency Recipients - White, Not Hispanic

Other High School Completers by Race/Ethnicity:

AMOHC	896 - 901	6	Other High School Completers - American Indian/Alaska Native
ASOHC	902 - 907	6	Other High School Completers - Asian/Pacific Islander
HIOHC	908 - 913	6	Other High School Completers - Hispanic
BLOHC	914 - 919	6	Other High School Completers - Black, Not Hispanic
WHOHC	920 - 925	6	Other High School Completers - White, Not Hispanic

APPENDIX F-1: STATE ABBREVIATIONS USED IN CCD SURVEYS

AL	Alabama	MS	Mississippi
AK	Alaska	MO	Missouri
AS	American Samoa	MT	Montana
AZ	Arizona	NE	Nebraska
AR	Arkansas	NV	Nevada
BI	Bureau of Indian Affairs	NH	New Hampshire
CA	California	NJ	New Jersey
CO	Colorado	NM	New Mexico
CT	Connecticut	NY	New York
DC	District of Columbia	NC	North Carolina
DE	Delaware	ND	North Dakota
DD	Dept. of Defense Dependents School - Domestic	MP	Northern Mariana
DO	Dept. of Defense Dependents School - Overseas	OH	Ohio
FL	Florida	OK	Oklahoma
GA	Georgia	OR	Oregon
GU	Guam	PA	Pennsylvania
HI	Hawaii	PR	Puerto Rico
ID	Idaho	RI	Rhode Island
IL	Illinois	SC	South Carolina
IN	Indiana	SD	South Dakota
IA	Iowa	TN	Tennessee
KS	Kansas	TX	Texas
KY	Kentucky	UT	Utah
LA	Louisiana	VT	Vermont
ME	Maine	VI	Virgin Islands
MD	Maryland	VA	Virginia
MA	Massachusetts	WA	Washington
MI	Michigan	WV	West Virginia
MN	Minnesota	WI	Wisconsin
		WY	Wyoming

APPENDIX F-2: ABBREVIATIONS RECOMMENDED FOR CCD SURVEYS

ACAD	Academic	LOC	Local
ADM	Administration, Administrative	LRN	Learning
AG	Agriculture		
AGY	Agency	MIDSCH	Middle School
		METRO	Metropolitan
BD	Board	MUL	Multi
BL	Blind	MUN	Municipal
BOR	Borough		
		NRS	Nursing
CAR	Career		
CITY	City	OP	Operations
CLD	Child	ORG	Organization
CLDN	Children		
CMTE	Committee	PAR	Parish
CNSM	Consortium	PLT	Plantation
CNT	Central	PROG	Program
CTR	Center	PUB	Public
COM	Community		
COMM	Commission	REORG	Reorganized
COMP	Computer	RES	Resource
COMPHEN	Comprehensive	RGN	Region
CON	Consolidated	RGNL	Regional
COOP	Cooperative	RGT	Regents
CORP	Corporation	RNH	Ranch
CORR	Correction		
CO	County	SCH	School
CUR	Curriculum	SEC	Secondary
		SEP	Separate
DEPT	Department	SOC	Social
DF	Deaf	SPEC	Special
DIST	District	SR	Senior
DVL	Development	SRV	Service
		ST	State
ED	Education	SUPT	Superintendent
EDL	Educational	SUPV	Supervisor
ELEM	Elementary		
ELEMSCH	Elementary School	TECH	Technical
EXM	Exempted	TERR	Territory
		TRD	Trade
FAM	Family	TRN	Training
		TWN	Town
HLT	Health	TWP	Township
HM	Home		
HND	Handicap/Handicapped	UNF	Unified
HS	High School	UNIV	University
		UNORG	Unorganized
IMP	Improvement	UNT	United
IND	Independent		
INST	Institution	VIL	Village
		VLY	Valley
JCT	Junction	VOC	Vocational
JHS	Junior High School	VOCTECH	Vocational Technical School
JR	Junior	VOED	Vocational Education
		YTH	Youth

APPENDIX G: STATE REPORTING DROPOUT INSTRUCTIONS

School Year 2002 - 2003 Dropouts

These are the instructions for reporting dropouts for the National Center for Education Statistics on the Common Core of Data (CCD) survey. These instructions ensure that the reported dropout data are comparable across all states' school districts. The dropout count is reported at the school district level on the CCD Local Education Agency Universe Survey.

Dropout Definition

The CCD dropout definition is based on a "snapshot" count of students at the beginning of the school year. A dropout is an individual who:

1. Was enrolled in school at some time during the previous school year and was **NOT** enrolled on October 1 of the current school year; **or**
2. Was **NOT** enrolled on October 1 of the previous school year although expected to be in membership (i.e., was **NOT** reported as a dropout the year before); **and**
3. Has **NOT** graduated from high school or completed state or district approved educational program, **and**
4. **Does NOT** meet any of the following exclusionary conditions:
 - i. Transfer to another public school district, private school, or state or district approved education program;
 - ii. Temporary school recognized absence due to suspension or illness, or
 - iii. Death.

When using the dropout definition, the following definitions also apply:

- A. **School year** is the 12-month period beginning on October 1, 2002 and ending September 30, 2003. **INCLUDE** the summer following the regular school year.
- B. **School completer** is an individual who has graduated from high school or completed some other education program that is approved by the state or local education agency.
- C. **State or district approved program** is one that leads to the receipt of formal recognition of completion from school authorities. It may **INCLUDE** special education programs, home-based instruction, and programs administered by a secondary education agency (but **NOT** adult or postsecondary education) leading to a GED-based diploma or some other certification differing from the regular diploma. Programs recognized as legitimate by the state are considered approved even if the public education system does not directly administer them; home schooling and charter schools are examples of such programs.
- D. **Transfer to another school or program** may be confirmed by a method selected by the state or school district. A transcript request, withdrawal notice signed by a parent that includes assurances the student will be enrolled elsewhere, and the like are acceptable. States are discouraged from accepting hearsay reports or unsubstantiated statements of intent from departing students.
- E. **Race/ethnicity** of dropouts currently is reported using the pre-1997 standards set by the Office of Management and Budget. The categories approved for the CCD through the 2002-2003 school year are American Indian/Alaska Native; Asian/Pacific Islander; Hispanic; Black, not Hispanic; White, not Hispanic. Definitions are included in the CCD Instructions Manual.
- F. **Gender** of dropouts is reported as male or female.
- G. **Grade classifications**, grades 7 through 12, **NOT** the student's age, are used to report dropouts.
- H. **Ungraded dropouts** are allocated to the grade most appropriate for their age.

APPENDIX G: STATE REPORTING DROPOUT INSTRUCTIONS

School Year 2002 - 2003 Dropouts

Other Basic Guidelines

The CCD reports an **event** dropout count - the number of students who leave school during a defined period of time, in this case, a calendar year. The dropout count is taken on October 1, 2002 or the school day closest to this date, in order to agree with the CCD student membership count collected on the same day.

To determine if the student is a dropout on October 1, 2002 - A student who missed much of the previous school year (2001-2002) but who is in membership on October 1, 2002 is **not** considered a dropout. A student **not** in membership on October 1, 2002 but who returns later in that school year is a dropout (for the previous year, 2001-2002). CCD publications compute a dropout rate by dividing the number of student dropouts for a year by the membership count taken at the beginning of that year.

More guidelines:

1. **Summer Dropouts** are students who were not dropouts at the close of the previous school year (2001-2002) but who fail to enroll by October 1, 2002. Summer dropouts are reported as dropouts for the grade and school year for which they fail to report. For example, a student who completes the 10th grade in 2001-2002 but who is not re-enrolled on October 1, 2002 is reported as a 2002-2003 dropout for 11th grade.
2. Students who enroll in adult education programs are counted as dropouts **unless the elementary/secondary school system remains responsible for the student**. The intent of this guideline is to ensure that students who do not complete a program but for whom the district no longer takes responsibility are counted as dropouts.
 - i. Transferring to an alternative education setting, if it is part of the elementary/secondary education system, is not considered dropping out. For example, students enrolled in elementary/secondary education in prisons, hospitals, storefront locations or other nontraditional locations are not dropouts if the program is part of the elementary/secondary system. This means that a student who enrolls in a school-operated program for high-risk students is **not a dropout**, even if the program is preparing the student to take the GED examination.
 - ii. A student who leaves the public elementary/secondary school and enrolls in adult education is a **dropout**. The exception is when the public school system monitors the student's enrollment and reports the student as a dropout if the student drops out of the adult program. An example is a cooperative arrangement between a public school district and a local technical institute that provides GED preparation for students referred directly by the district. The district counts as dropouts the referred students who do not complete the GED study program.
 - iii. Students who drop out during the 2001-2002 school year but who have obtained a completion credential, such as a GED-based diploma or certificate of completion, on October 1, 2002 are **NOT** reported as dropouts.
3. An early college admissions student, one who transfers to a postsecondary program leading to a baccalaureate or associate's degree, is **NOT** a dropout.
4. Students who fail to meet some graduation requirements, and who leave school without a diploma or other credential, are dropouts even if they have completed the 12th grade.
5. Students who leave the United States are not considered to be dropouts even if the school district cannot document the student's subsequent enrollment in school.
6. Students who drop out during the 2002-2003 school year but are re-enrolled on October 1, 2003 are not reported as dropouts.
7. Students who drop out multiple times in a school year are reported only once for a single school year. However, students who drop out in more than one year are reported as dropouts for each year in which they are not in membership on October 1.
8. Report underage student dropouts leaving school when they are still too young to do so legally. Report data on the CCD if they drop out of grades 7 through 12. These students should be reported even if the state or district considers them truants rather than dropouts.

SUMMARY OF SCHOOL LEAVER STATUS

A Student Who:		Dropout ?
1.	Graduated or received some other recognized credential, such as a certificate of attendance or GED	NO
2.	Only attended summer school in this school district (was not enrolled during the regular school year)	NO
3.	Left school without diploma or other certification after passing age up to which the district was required to provide a free, public education	YES
4.	Died	NO
5.	Is gone; status is unknown	YES
6.	Moved to another district in this or some other state, not known to be in school	YES
7.	Moved out of the United States, enrollment status not known	NO
8.	Transferred, enrolled in:	
	Another public school, a private school, or charter school	NO
	Home schooling	NO
	Early college (baccalaureate or associate's program)	NO
9.	Is in an institution that is NOT primarily academic (military, possibly Job Corps, corrections, etc.)	
	Offers a secondary education program	NO
	Does NOT offer a secondary education program	YES
10.	Is NOT in school, but known to be:	
	Planning to enroll late (e.g., extended family vacation, seasonal work)	NO
	Ill, verified as legitimate	NO
	Ill, NOT verified as legitimate	YES
	Suffering long-term illness and NOT receiving education services (residential drug treatment, severe physical or mental illness)	NO
	Suspended or expelled; term of suspension or expulsion NOT yet over	NO
	Suspended or expelled; term of suspension or expulsion over	YES
	Expelled, NO option to return	YES
	Expelled, enrolled in another school and/or district	NO
11.	Is in a nontraditional education setting, such as hospital/homebound instruction, residential special education, correctional institution, community or technical college:	
	Program administrated by agency considered a special school district or extension of a regular school district	NO
	Program is off-campus offering of regular school district	NO
	Program classified as Adult Education NOT approved, administered or tracked by regular district	YES

APPENDIX H: HOW TO MAKE CORRECTIONS TO SUBMITTED DATA

Please use one of the following **two** formats to correct data already submitted to the Census Bureau. The corrected data will be applied to the originally submitted universe. Data for schools or agencies not on the originally submitted universe will be ignored. If you need to add or delete a school or agency to your original universe, please contact the Census Bureau.

1. **Individual Data Item Corrections** (i.e. corrections made to one field) should be sent in an ASCII text file, using the following layout:

	Length	Position
State Agency ID number	14	1 - 14
State School ID number	20	15 - 34
Data Field Name	8	35 - 42
Corrected Data	60	43 -103

STATE AGENCY ID	STATE SCHOOL ID	DATA FIELD NAME	CORRECTED DATA

The Data Field Names are located in **Appendix E**. Agency Universe corrections follow the same layout, leaving the State School ID Number in position 15-34 blank. State Nonfiscal corrections should leave the State Agency and School ID numbers blank (position 1-34).

2. **Multiple Record Type Corrections** should also be sent in an ASCII text file following the appropriate School or Agency Multiple Record Layout in **Appendix E**. Please be aware that any corrected fields that contain blanks will overwrite the existing value with that blank. For example, if you would like to correct the count of Prekindergarten, Hispanic, Male students using the Multiple Record Type Correction format, you must also include the data for all other data fields in that record (i.e. TOTPK, AMPKM, AMPKF, AMPKU, ASPKM, ASPKF, ASPKU, HIPKM, HIPKF, HIPKU, BLPKM, BLPKF, BLPKU, WHPKM, WHPKF, and WHPKU).

APPENDIX I: STATE NONFISCAL SURVEY - ACCESS DATABASE OR EXCEL SPREADSHEET SUBMISSION

If your state decides **NOT** to use the electronic web form found on the following Census Bureau web site:

<http://www.census.gov/govs/www/ccd.html>

to report data for the State Nonfiscal Survey, Census will accept data in an EXCEL spreadsheet format or in an ACCESS database, in addition to a text file (see Appendix E-3).

ACCESS Database Submission

Provide a continuous record of the data field information outlined in **Appendix E-3** of this manual.

EXCEL Spreadsheet Submission

Provide one long continuous record. **Include** the data field information outlined in **Appendix E-3** of this manual. Report each data item in separate columns.

Identify missing or not applicable data using the codes listed below. Every item in the State Nonfiscal Survey requires a response.

M indicates data are missing. A value is expected, but no value is measured.

N indicates data are not applicable. A value is neither expected nor measured.

Enter **0** (zero) only for those cases where a numerical value is measured but no quantity is found.

Contact the Census Bureau liaisons Dell Gray, Julia Naum, or Jane Thomas if assistance is needed.

PHONE: 800-451-6236
FAX: 866-394-0138
E-MAIL: govs.ccd@census.gov

APPENDIX J: DATA ITEMS NCES ADDS TO THE PUBLIC FILES

After processing a state's Nonfiscal CCD data, NCES and the Census Bureau add data items to the CCD public use file. The following additions are made to the files:

School Universe File

NCES ID Code	The NCES identification code is added to new schools. NCES ID codes are now used in many public and private grant application forms as well as by the National Board Certification for teachers.
In/Out Code	State assigned indicator to identify whether a school is located inside or outside the legal incorporated limits of a geographic area. This code is used by the Census Bureau to assign geographic information.
Locale Code	<p>Locale code uses physical location to match the school address against a geography database from the Census Bureau to determine "urbanicity." This variable was developed as a classification of the place in which the school is located and may not be a description of where the student population resides. Now used for some federal rural school funding eligibility, codes are as follows:</p> <ul style="list-style-type: none">1 = Large City - A central city of Core-based Statistical Area (CBSA) or Consolidated Statistical Area (CSA), with the city having a population greater than or equal to 250,000.2 = Mid-Size City - A central city of a CBSA or CSA, with the city having a population less than 250,000.3 = Urban Fringe of a Large City - Any incorporated place, Census designated place (CDP) with a population greater than or equal to 25,000 and located outside of a CBSA or CSA of a Large City and defined as urban by the Census Bureau.4 = Urban Fringe of a Mid-Size City - Any incorporated place, Census designated place (CDP), or non-place territory within a CBSA or CSA of a Mid-Size City and defined as urban by the Census Bureau.5 = Large Town - An incorporated place or Census designated place (CDP) with a population greater than or equal to 25,000 and located outside a CBSA or CSA.6. = Small Town - An incorporated place or Census designated place with a population less than 25,000 and greater than 2,500 and located outside a CBSA or CSA.7 = Rural, outside CBSA - Any incorporated place, Census designated place (CDP), or non-place territory not within a CBSA or CSA and defined as rural by the Census Bureau.8 = Rural, inside CBSA - Any incorporated place, Census designated place, or non-place territory within a CBSA or CSA and defined as rural by the Census Bureau.
County Code	County code assigned with the locale code based on the reported physical location address of the school.
County Name	County name assigned with the locale code based on the reported physical location address of the school.
Grade Totals	Each grade total will be summed if not reported.
Race Totals	Each race total will be summed if not reported.

APPENDIX J: DATA ITEMS NCES ADDS TO THE PUBLIC FILES

Total Students	The following data items are calculated by summing reported data: Total number of all students in each grade; total number of students in grade totals (total school membership); and the total number of students in the race/ethnicity totals (school ethnicity membership).
Pupil-Teacher Ratio	The total students (grades PK through 12 and ungraded) are divided by the number of classroom teachers (FTE).
GEOCODE (Longitude and Latitude)	School location address matched to the same Census database as is used for locale codes. The first 3 numbers of the code represent the number of degrees from the equator; the last 6 digits represent the fraction of the next degree carried out to six decimal places, with an implied decimal. Schools that cannot be matched at the block and tract level do not have a GEOCODE.
Level	<p>Level of instruction at school</p> <p>1 = Primary (low grade = PK through 03; high grade = PK through 08) 2 = Middle (low grade = 04 through 07; high grade = 04 through 09) 3 = High (low grade = 07 through 12; high grade = 12 only) 4 = Other (any other configuration not falling within the above three categories, including ungraded)</p>
Imputation Flags	<p>Flags are added to the variables that are "cleaned" or "edited" non-response or aggregated counts. Imputation flags on the School File are as follows:</p> <p>A = Adjustment C = Combined with data provided elsewhere by the state N = Not applicable O = Locale code assigned under old methodology R = Reported by the state T = Total based on sum of internal or external detail W = Locale code assigned under new methodology</p>

Agency Universe File

NCES ID Code	The NCES identification code is added to new agencies. NCES ID codes are now used in many public and private grant application forms as well as the National Board Certification for teachers.
CBSA	<p>Each Core Based Statistical Area (CBSA) must contain at least one urban area of 10,000 or more population. Each metropolitan statistical area must have at least one urbanized area of 50,000 or more inhabitants. Each micropolitan statistical area must have at least one urban cluster of at least 10,000 but less than 50,000 population.</p> <p>Under the standards, the county (or counties) in which at least 50 percent of the population resides within urban areas of 10,000 or more population, or that contain at least 5,000 people residing within a single urban area of 10,000 or more population, is identified as a "central county" (counties). Additional "outlying counties" are included in the CBSA if they meet specified requirements of commuting to or from the central counties. Counties or equivalent entities form the geographic "building blocks" for metropolitan and micropolitan statistical areas throughout the United States and Puerto Rico.</p>
CSA	A Consolidated Statistical Area (CSA) is an area that qualifies as a metropolitan area (MA) has more than one million people, two or more core-based metropolitan statistical areas (CBSAs) may be defined within it. Each CBSA consists of a large urbanized county or cluster of counties (cities and towns in New England) that demonstrate very strong internal economic and social links, in addition to close ties to other portions of the larger area. When CBSA's are established, the larger MA of which they are component parts is designated a consolidated statistical area (CSA). CSAs and CBSA's are established only where local governments favor such designations for a large MA.

APPENDIX J: DATA ITEMS NCES ADDS TO THE PUBLIC FILES

- 1 = Primarily serves a central city of an CSA
- 2 = Serves an CSA but not primarily its central city
- 3 = Does not serve an CSA

District Locale Code Use the school locale codes weighted by students to determine district locale codes. Developed as a classification of the place in which the school is located and may not be a description of the place in which the student population resides. Now used for some federal rural agency funding eligibility. Codes are as follows:

- 1 = **Large City** - A central city of Core-based Statistical Area (CBSA) with the city having a population greater than or equal to 250,000.
- 2 = **Mid-Size City** - A central city of a CBSA or Consolidated Statistical Area (CSA), with the city having a population less than 250,000.
- 3 = **Urban Fringe of a Large City** - Any incorporated place, Census designated place (CDP), or non-place territory within a CBSA or CSA of a Large City and defined as urban by the Census Bureau.
- 4 = **Urban Fringe of a Mid-Size City** - Any incorporated place, Census designated place (CDP), or non-place territory within a CBSA or CSA of a Mid-Size City and defined as urban by the Census Bureau.
- 5 = **Large Town** - An incorporated place or Census designated place with a population greater than or equal to 25,000 and located outside a CBSA or CSA.
- 6. = **Small Town** - An incorporated place or Census designated place (CDP) with a population less than 25,000 and greater than 2,500 and located outside a CBSA or CSA.
- 7 = **Rural, outside CBSA** - Any incorporated place, Census designated place (CDP), or non-place territory not within a CBSA or CSA and defined as rural by the Census Bureau.
- 8 = **Rural, inside CBSA** - Any incorporated place, Census designated place (CDP), or non-place territory within a CBSA or CSA and defined as rural by the Census Bureau.

Number of Schools Calculated by summing the number of schools reported in the School Universe file.

Charter School District Flag This flag denotes whether the district has: only charter schools; some charter schools and other schools; or no charter schools.

Number of Teachers in Schools Calculated by summing the number of classroom teachers (FTE) in the School Universe file. (The Agency Universe file also reports the number of 'Total Teachers' in the school district.)

Imputation Flags Flags are added to the variables that are "cleaned" or "edited" non-response or aggregate up counts. Imputation flags on the School File are as follows:

- A = Adjustment
- N = Not applicable
- R = Reported by the state
- T = Total based on sum of internal or external detail

APPENDIX J: DATA ITEMS NCES ADDS TO THE PUBLIC FILES

State Nonfiscal File

High School Completer Totals by Race

Race Totals will be summed if states do not report total data.

Imputation Flags

NCES uses imputations based on prior year and national averages. The SNF file is used to project trends for planning purposes so complete data are needed for every state. NCES imputes student and staff data for those states that do not report an item (we do not currently impute data for high school completers).

A = Adjustment

C = Combined with data provided elsewhere by the state

I = Imputation based on a method other than prior year's data

P = Imputation based on prior year's data

R = Reported by the state

T = Total based on sum of internal or external detail

Agency Dropout and Completion Rate File

Submit

Flag indicating which file the data for the directory fields came from:

1 = Directory and enrollment data from the school year submission (2002- 2003), dropout data from submission year for which dropouts were reported (2003- 2004).

2 = Directory and dropout data from submission year for which dropouts were reported (2003- 2004), no enrollment data available for these districts.

Dropout Definition Flag

Each record on the file is flagged to indicate whether the dropout data conform to all components of the CCD dropout definition (**C**), or if the data conform to all but the Alternative Reporting Calendar component (**A**).

Computed Dropout Rate Fields

Computed dropout rates.

Dropout Rate by Grade/Grade Span (grades 07 through 12)

Dropout Rate by Race/Ethnicity

Dropout Rate by Gender

Enrollment

The enrollment base of students is called EBS on the file. The enrollment base fields are computed by taking the enrollment from the schools in the agencies by grade and prorating the ungraded students among them.

Enrollment base by Grade/Grade Span (grades 07 through 12)

Enrollment base by Race/Ethnicity

Enrollment base by Gender

The agency dropout rate fields are computed by dividing the number of dropouts by the computed enrollment base.

Computed Completion Rate Fields

Computed completion rates.

Completion Rate by Total Diploma Recipients and Other High School Completers

Completion Rate by Race/Ethnicity

Completion Rate by Gender

VI. GLOSSARY OF TERMS

GLOSSARY OF TERMS

Agency

See **Education Agency**.

Alternative Education School

A public elementary/secondary school that:

- Addresses needs of students that typically cannot be met in a regular school,
- Provides nontraditional education,
- Serves as an adjunct to a regular school, and
- Falls outside the categories of regular, special education, or vocational/technical education.

See also **Type Code, School**.

American Indian/Alaska Native

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.

Asian/Pacific Islander

A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area **includes**, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Thailand, Vietnam, Guam, the Philippine Islands, Samoa, and other Pacific Islands.

Black, Not Hispanic

A person having origins in any of the black racial groups of Africa. Terms such as **Haitian** or **Negro** can be used in addition to **Black** or **African American**.

Central City

- Within a Metropolitan Statistical Area (MSA),
- With a Census Urbanized Area Code (UA)
- With a minimum population of 50,000

Charter School

A public school that is exempted from significant state or local rules that normally govern the operation and management of public schools. It is created by a developer as a public school, or is adapted by a developer from an existing public school, and is operated under public supervision and direction. It operates in pursuit of a specific set of education objectives determined by the school's developer and agreed to by the public chartering agency and provides a program of elementary and secondary education, or both. It meets all applicable federal, state, and local health and safety requirements; complies with federal civil rights laws; and operates in accordance with state law.

Classroom Teachers (FTE)

Total number of classroom teachers stated on a full-time equivalency basis for all graded and/or ungraded classes in a school. See **FTE** (Full-time Equivalency).

Completer, High School

Student who has graduated from high school or completed some other education program that is approved by the state or local education agency.

Consolidated Statistical Area (CSA)

If an area that qualifies as a metropolitan area (MA) has more than one million people, two or more core-based metropolitan statistical areas (CBSAs) may be defined within it. Each CBSA consists of a large urbanized county or cluster of counties (cities and towns in New England) that demonstrate very strong internal economic and social links, in addition to close ties to other portions of the larger area. When CBSA's are established, the larger MA of which they are component parts is designated a consolidated statistical area (CSA). CSAs and CBSA's are established only where local governments favor such designations for a large MA.

Core Based Statistical Area (CBSA)

Each CBSA must contain at least one urban area of 10,000 or more population. Each metropolitan statistical area must have at least one urbanized area of 50,000 or more inhabitants. Each micropolitan statistical area must have at least one urban cluster of at least 10,000 but less than 50,000 population.

Under the standards, the county (or counties) in which at least 50 percent of the population resides within urban areas of 10,000 or more population, or that contain at least 5,000 people residing within a single urban area of 10,000 or more population, is identified as a "central county" (counties). Additional "outlying counties" are included in the CBSA if they meet specified requirements of commuting to or from the central counties. Counties or equivalent entities form the geographic "building blocks" for metropolitan and micropolitan statistical areas throughout the United States and Puerto Rico.

Diploma, High School

Formal document certifying the successful completion of a secondary school program prescribed by the state agency or other appropriate body.

Diploma Recipient

A student who has received a diploma during the previous school year and subsequent summer school. This field **includes** regular diploma recipients and other diploma recipients.

GLOSSARY OF TERMS

District Locale Code

A code based upon the school locale codes to indicate the location of the district in relation to populous areas. (See also, "Large City", "Mid-size City", "Urban Fringe of Large City", "Urban Fringe of Mid-Size City", "Large Town", "Small Town", "Rural, outside CBSA", and "Rural, inside CBSA".)

Dropout

A dropout is a student who:

- Was enrolled in school at some time during the previous school year and is not enrolled on October 1 of the current school year; or
- Was not enrolled on October 1 of the previous school year although expected to be in membership (i.e., was not reported as a dropout the year before); and
- Has not graduated from high school or completed a state or district approved educational program; and
- Does not meet any of the following exclusionary conditions:
 1. Transfer to another public school district, private school, or state or district approved educational program;
 2. Temporary school recognized absence due to suspension or illness; or
 3. Death.

Education Agency

Government agency administratively responsible for providing public elementary and/or secondary instruction or educational support services.

Elementary

General levels of instruction classified by state and local practice as elementary, that is composed of any span of grades not above grade 8. Preschool or kindergarten instruction is included **only** if these programs are an integral part of an elementary school or a regularly established school system.

Elementary Guidance Counselors

The state should apply its own standards in apportioning the aggregate of guidance counselors/directors into the elementary and secondary level components.

See also **Guidance Counselors**.

Elementary Teachers

Teachers of general level instruction classified by state and local practice as elementary and composed of any span of grades not above grade 8. **EXCLUDE prekindergarten and kindergarten teachers.**

English Language Learner (ELL) Students

Formerly known as Limited-English-Proficient (LEP) students. These students:

- Are born outside of the United States and their native language is other than English; or
- Come from environments where the language is predominantly non-English; or
- Are American Indians and Alaska Natives whose level of English language proficiency may have been affected by a non-English environment resulting in difficulty speaking, reading, writing, or understanding the English language. These individuals may have been denied the opportunity to learn successfully in classrooms of English language instruction or to participate fully in our society.

Federally Operated Education Agency

Federally operated agency charged, at least in part, with providing elementary and/or secondary instruction or support services.

FIPS County Code

This is a standard code that identifies each county and county-type area in the United States. Taken from the National Institute of Standards and Technology publication **FIPS Pub. 6-4**, the code indicates the county where the office of the education agency's chief executive officer is located. The code number is a 5-digit number that can be obtained from the Census Bureau.

Free Lunch Eligible Students

A student eligible to participate for the Free Lunch Program under the National School Lunch Act.

Free Lunch Program

A program under the National School Lunch Act that provides cash subsidies for free and reduced-price lunches to students based on family size and income criteria.

Full-Time Equivalency (FTE)

Amount of time required to perform an assignment stated as a proportion of a full-time position, and computed by dividing the amount of time employed by the time normally required for a full-time position.

Gender

Gender is considered either male or female.

General Education Development (GED) Test

Comprehensive test used primarily to appraise the educational development of students who:

- Have not completed their formal high school education, and
- May earn a high school equivalency certificate through achievement of satisfactory scores.

GLOSSARY OF TERMS

Grade Classification

Grades 7 through 12 are used to report student dropouts.

Grade Span Offered

The span of grades served by this school or agency, whether or not there are students currently enrolled in all grades. If a high school also has a PK program, the grade span of the high school is reported as a high school, not as a PK-12 school. Also, **UG** cannot be used as a grade span unless the whole school is ungraded students - report the grade span = **UGUG**.

Guidance Counselors

Professional staff assigned specific duties and school time for any of the following activities in an elementary setting;

- Counseling with students and parents;
- Consulting with other staff members on learning problems;
- Evaluating student abilities;
- Assisting students in making educational and career choices;
- Assisting students in personal and social development;
- Providing referral assistance; and/or
- Working with other staff members in planning and conducting guidance programs for students.

Head Start Program

A federally funded child development program that provides health, educational, nutritional, social, and other services primarily to economically disadvantaged preschool children. **INCLUDE** Indian children on federally recognized reservations and children of migratory workers and their families. The program involves parents in activities with their children so that the children will attain overall social competence. Examples of Head Start demonstration projects include Comprehensive Child Development Program, Family Services Centers, and Head Start/Public School Early Childhood Transition Projects.

High School Completion Counts

A count of graduates and other high school completers including diploma recipients, other high school completers, and high school equivalency recipients (**State Nonfiscal Survey only**).

High School Diploma

A formal document certifying the successful completion of a prescribed secondary school program of studies. In some states or communities, high school diplomas are differentiated by type, such as an academic diploma, a general diploma, or a vocational diploma.

High School Equivalency Certificate

A formal document certifying that an individual met the state requirements for high school graduation equivalency by:

- Obtaining satisfactory scores on an approved examination, and
- Completing other performance requirements (if any) set by a state education agency or other appropriate body.

High School Equivalency Recipients

Individuals age 19 years or younger who received a high school equivalency certificate during the previous school year or subsequent summer.

Hispanic

A person who traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.

In/Out Code

State assigned indicator to identify whether a school is located inside or outside the legal incorporated limits of a geographic area. This code is used by the Census Bureau to assign geographic information.

Individualized Education Program (IEP)

See **Special Education - Individualized Educational Program (IEP)**.

Instructional Aides

Staff members assigned to assist a teacher with routine activities associated with teaching, i.e., activities requiring minor decisions regarding students, such as monitoring, conducting rote exercises, operating equipment and clerking. **INCLUDE** only paid staff. **EXCLUDE** volunteer aides.

Instructional Coordinators and Supervisors

Staff supervising instructional programs at the school district or sub-district level. **INCLUDE** curriculum coordinators or supervisors; in-service training staff; Title I supervisors; home economics supervisors; educational television staff; coordinators and supervisors of audiovisual services; and staff engaged in development of computer-assisted instruction. **EXCLUDE** school-based department chairpersons.

Kindergarten

A schooling level that provides educational experiences for children in the year immediately preceding the first grade. A kindergarten class may be organized as a grade of an elementary school or as part of a separate kindergarten school.

Kindergarten Teachers

Teachers of a group or class that is part of a public school program and is taught during the year preceding the first grade.

GLOSSARY OF TERMS

Large City

A principal city of a CSA or CBSA, with the city having a population greater than or equal to 250,000. (See also "Locale Code".) Prior to 1994-95, "Large City" was defined as a principal city of a metropolitan area with a population of 400,000 or more, or a population density of at least 6,000 people per square mile.

Large Town

An incorporated place or Census Designated Place (CDP) with a population greater than or equal to 25,000 and located outside a CBSA or CSA.

Librarians and Media Specialists

Professional staff members and supervisors assigned specific duties and school time for professional library and media service activities. **Activities include:** selecting, acquiring, preparing, cataloging, and circulating books and other printed materials; planning the use of library and media services by students, teachers and other members of the instructional staff; and guiding individuals in their use of media services and library materials, (whether maintained separately or as part of an instructional materials center).

Library and Media Support Staff

Staff members who render other library or media services, such as preparing, caring for, and making available to members of the instructional staff the equipment, films, filmstrips, transparencies, tapes, TV programs, and similar materials (whether maintained separately as part of an instructional materials center).

Limited-English-Proficient (LEP) Students

See **English Language Learner (ELL)**.

Limited-English-Proficient (LEP) Students Served in Appropriate Programs

These are students being served in appropriate programs of language assistance (e.g., English as a Second Language, High Intensity Language Training, bilingual education). **Do not count pupils enrolled in a class to learn a language other than English.**

Local Education Agency (LEA) Administrative Support Staff

Staff members who provide direct support to LEA administrators, business office support, data processing, secretarial and other clerical staff.

Local Education Agency (LEA) Administrators

INCLUDE chief executive officer of the education agency, local education agency superintendents, deputy and assistant superintendents, and other persons with district-wide responsibilities, such as business managers, administrative assistants, and professional instructional support staff. **EXCLUDE** supervisors of instructional or student support staff.

Locale Code

The designation of each school's **locale** based on its geographic location and population attributes such as density. School locale codes are coded by Census from school addresses in CCD files. The classifications are:

- 1 = Large City:** A central city of a CBSA or CSA, with the city having a population greater than or equal to 250,000.
- 2 = Mid-Size City:** A central city of a CBSA or CSA, with the city having a population less than 250,000.
- 3 = Urban Fringe of a Large City:** Any incorporated place, Census designated place (CDP), or non-place territory within a CBSA or CSA of a Large City and defined as urban by the Census Bureau.
- 4 = Urban Fringe of a Mid-Size City:** Any incorporated place, Census designated place (CDP), or non-place territory within a CBSA or CSA of a Mid-Size City and defined as urban by the Census Bureau.
- 5 = Large Town:** an incorporated place or Census designated place (CDP) with a population greater than or equal to 25,000 and located outside a CBSA or CSA.
- 6 = Small Town:** An incorporated place or Census designated place (CDP) with a population less than 25,000 and greater than or equal to 2,500 and located outside a CBSA or CSA.
- 7 = Rural, outside CBSA:** Any incorporated place, Census designated place (CDP), or non-place territory not within a CBSA or CSA and defined as rural by the Census Bureau.
- 8 = Rural, inside CBSA:** Any incorporated place, Census designated place (CDP), or non-place territory within a CBSA or CSA and defined as rural by the Census Bureau.

Location Address

This is the physical location of the school or agency.

Magnet School or Program

A special school or program designed:

- Attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing or eliminating racial isolation (50 percent or more minority enrollment); and/or
- Provide an academic or social focus on a particular theme (e.g., science/math, performing arts, gifted/talented, or foreign language).

GLOSSARY OF TERMS

Mailing Address

This is the location where mail is delivered. In some cases, this may not represent the physical site of that school or agency.

Media Specialists

Directors, coordinators, and supervisors of media centers. See **Librarians and Media Specialists**.

Membership Count

Total student enrollment on October 1 (or the closest school day to October 1) for all grade levels and ungraded pupils. **INCLUDE** students both present and absent on the measurement day.

Metropolitan Status (Metro Status)

Metro status is defined as the classification of an education agency's service area relative to an CBSA. (See also Metropolitan Statistical Area.)

Metropolitan Statistical Area (MSA)

An area consisting of one or more contiguous counties (cities and towns in New England) that contain a core area with a large population nucleus, as well as adjacent communities having a high degree of economic and social integration with that core.

Micropolitan Statistical Area

A Core Based Statistical Area associated with at least one urban cluster that has a population of at least 10,000 but less than 50,000. The Micropolitan Statistical Area comprises the central county or counties that contain the core plus adjacent outlying counties having a high degree of social and economic integration with the central county as measured through commuting.

Mid-Size City

A central city of a CBSA or CSA with the city having a population less than 250,000. See also **Locale Code**.

Migrant Students

A migrant student (defined under 34 CFR 200.40):

- Is younger than 22 years and has not graduated from high school or does not hold a high school equivalency certificate;
- Is a migrant agricultural worker or migrant fisher or has a parent, spouse or guardian who is a migrant agricultural worker or a migrant fisher;
- Performs, or has a parent, spouse, or guardian who performs agricultural or fishing employment as a principal means of livelihood;
- Has moved within the preceding 36 months to obtain or to accompany or join a parent, spouse, or guardian to obtain temporary or seasonal employment in agricultural or fishing work;

- Has moved from one school district to another; or in a state that is comprised of a single school district, has moved from one administrative area to another within such district; or resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity (applies only to Alaska).

Operational Status Code, Education Agency

This is the classification of changes in an education agency's boundaries or jurisdiction since the last report to NCES. The classifications are:

- 1 = **Open:** Agency listed on previous year's CCD Agency Universe. No significant change in geographical boundaries or instructional responsibility. Currently in operation.
- 2 = **Closed:** Agency listed on previous year's CCD Agency Universe. Currently not in operation, and is not expected to operate in the future. Should be removed from the database.
- 3 = **New:** Agency not listed on previous year's CCD Agency Universe **OR** listed as bound code = 7, Future Agency. Newly created or completely restructured into current geographical boundaries or instructional responsibility. Could have been reported as a Future Agency last year, but this is not a requirement. (Agencies not yet in operation should be coded as Future Agencies, code = 7.)
- 4 = **Added:** Agency not listed on previous year's CCD Agency Universe. In existence then but not reported. Currently in operation and is now being added.
- 5 = **Changed Boundary:** Agency in existence and listed on previous year's CCD Agency Universe, but has undergone a significant change in geographic boundaries or instructional responsibility.
- 6 = **Inactive:** Agency is temporarily closed and may reopen within three years. Agency cannot report student data. Agencies coded as Inactive would either Close or return to Open status within three years.
- 7 = **Future Agency:** Agency is scheduled to be operational within two years. The agency cannot report any student data. Must report directory information such as grade span and physical location. A New agency (boundary code = 3) would NOT have to be reported first as a Future Agency.

GLOSSARY OF TERMS

Operational Status Code, School

This is the classification of the operational condition of a school. The classifications are:

- 1 = **Open:** School listed on previous year's CCD School Universe. No significant change in instructional levels and programs. Currently in operation.
- 2 = **Closed:** School listed on previous year's CCD School Universe. Currently **NOT** in operation, is not expected to operate in the future, and should be removed from the database.
- 3 = **New:** School not listed on previous year's CCD School Universe **OR** listed as status code = 7, Future School. Newly created or completely restructured into the current instructional levels and programs. Currently in operation. (Schools not yet in operation should be coded as Future Schools, status code = 7.)
- 4 = **Added:** School not listed on previous year's CCD School Universe. In existence and operational but was not reported. Currently in operation and is now being Added to the CCD School Universe.
- 5 = **Changed Agency:** School in existence and lists on previous year's CCD School Universe as affiliated with a different education agency. The internal organization and instructional level have not changed, but the school is now affiliated with another agency.
- 6 = **Inactive:** School is temporarily closed (e.g. under construction) and may reopen within three years. The school cannot report student data. Schools coded as Inactive would either Close or return to Open status within 3 years.
- 7 = **Future School:** School is scheduled to be operational within two years. The school cannot report student data. Must report directory information such as grade span and physical location. A New school (status code = 3) would NOT have to be reported first as a Future School.

Other High School Completers

Individuals who received a certificate of attendance, or other certificate of completion, in lieu of a diploma during the previous school year and subsequent summer school.

Other Support Staff

Support staff not reported in instructional or student support. Other support staff includes employees such as data processing, health, plant and equipment maintenance, bus drivers, security, and food service workers.

Prekindergarten

A group or class that is part of a public school program, and is taught during the year or years preceding kindergarten. **INCLUDE** Head Start programs.

Prekindergarten Teachers

Teachers of a group or class that is part of a public school program, and which is taught during the year or years preceding kindergarten. **INCLUDE teachers of Head Start students if part of authorized public education program of an LEA.**

Public School

Institution that provides educational services, has one or more grade groups (PK-12) or is ungraded, and:

- Has one or more teachers to provided instruction;
- Is located in one or more buildings;
- Has an assigned administrator;
- Receives public funds as primary support; and
- Is operated by an education agency.

Racial/Ethnic Categories

Describe groups to which individuals belong. R/E categories do not denote scientific definitions of anthropological origins. The categories are American Indian/Alaska Native; Asian/Pacific Islander; Hispanic; Black, Not Hispanic; and White, Not Hispanic. The CCD will retain these categories until some time after tabulation guidelines have been established for reporting aggregated data under the 1997 OMB guidelines. For additional information about specific categories, go to the individual racial/ethnic definition.

Reduced-Price Lunch Eligible Students

Students eligible to participate in Reduced-Price Lunch Program under the National School Lunch Act.

Regional Education Service Agency (RESA)

Agency providing services to a variety of local education agencies, or a county superintendent serving the same purposes.

Regular School

A public elementary/secondary school providing instruction and educational services that does not focus primarily on special education, vocational/technical education, alternative education, or on any of the particular themes associated with magnet/special program emphasis schools. See also **Type Code, School**.

Rural, inside CBSA

Any incorporated place, Census designated place, or non-place territory within a CBSA or CSA of a Large or Mid-Size City and defined as rural by the Census Bureau. See also **Locale Code**.

GLOSSARY OF TERMS

Rural, outside CBSA

Any incorporated place, Census designated place, or non-place territory not within a CBSA or CSA of a Large or Mid-Size City and defined as rural by the Census Bureau. See also **Locale Code**.

School

An institution that provides educational services; has one or more grade groupings (PK-12) or is ungraded; has one or more teachers to give instruction or care; is located in one or more buildings; has an assigned administrator(s); receives public funds; and is operated by an education agency.

School Administrative Support Staff

Staff whose activities are concerned with support of the teaching and administrative duties of the office of the principal or department chairpersons, **including clerical staff and secretaries**.

School Administrators

Staff members whose activities are concerned with directing and managing the operation of a particular school. **INCLUDE:**

- Principals, assistant principals, and other assistants;
- Persons who supervise school operations, assign duties to staff members, supervise and maintain the records of the school, and coordinate school instructional activities with those of the education agency, including department chairpersons.

School District

Education agency or administrative unit that operates under a public board of education.

School Year

The 12 month period beginning on October 1 and ending the following September 30. Include the summer following the regular school year.

Secondary

General level of instruction classified by state and local practice as secondary and composed of any span of grades beginning with the next grade following the elementary grades and ending with or below grade 12.

Secondary Guidance Counselors

The state should apply its own standards in apportioning the aggregate of guidance counselors/ directors into the elementary and secondary level components. See also **Guidance Counselors**.

Secondary Teachers

Teachers of a general level of instruction classified by state and local practice as secondary and composed of any span of grades beginning with the next grade following the elementary grades and ending with or below grade 12.

Small Town

An incorporated place or Census designated place (CDP) with population less than 25,000 and greater than or equal to 2,500 and located outside a CBSA or CSA. See also **Locale Code**.

Special Education-Individualized Education Program (IEP)

The written instructional plan for students with disabilities designated as special education students under the Individuals With Disabilities Act (IDEA-Part B) which includes:

- Statement of present levels of educational performance of a child;
- Statement of annual goals, including short-term instructional objectives;
- Statement of specific educational services to be provided and the extent to which the child will be able to participate in regular educational programs;
- Projected date for initiation and anticipated duration of services; and
- Appropriate objectives, criteria and evaluation procedures; and
- Schedules for determining, on at least an annual basis, whether instructional objectives are being achieved.

Special Education School

A public elementary/secondary school that:

- Focuses primarily on special education, including instruction for any of the following: autism, development delayed, specific learning disability, traumatic brain injury, hard of hearing, deaf, speech-impaired, orthopedically impaired, health-impaired, mentally retarded, seriously emotionally disturbed, multi-handicapped, visually handicapped, deaf and blind; and
- Adapts curriculum, materials or instruction for students served.

See also **Type Code, School**.

State Education Agency

The agency of the state charged with primary responsibility for coordinating and supervising public instruction, including the setting of standards for elementary and secondary instructional programs.

State-Operated Agency

An education agency providing elementary and/or secondary instruction or support services. Examples include elementary/secondary programs operated by the state for the deaf or blind; and programs operated by state correctional facilities.

GLOSSARY OF TERMS

State or District Approved Program

Is the formal recognition of completion from school authorities. **INCLUDE** special education programs, home-based instruction, and programs administered by a secondary education agency (but **NOT** adult or postsecondary) leading to a GED-based diploma or some other certification differing from the regular diploma. Programs recognized as legitimate by the state are considered approved even if the public education system does not directly administer them. Examples of such programs are home schooling and charter schools.

Status Code

See **Operational Status Code**.

Student

An individual for whom instruction, services and/or care are provided in an early childhood, elementary or secondary educational program under the jurisdiction of a school, education agency, or other educational institution or program.

Student Support Services Staff

Professional and supervisory staff providing noninstructional services to students. **INCLUDE** attendance officers; staff providing health, psychology, speech pathology, audiology, or social services; and supervisors of the preceding staff and of health, transportation, and food service workers.

Summer Dropouts

Students who completed their grade programs at the close of the previous school year, but who fail to enroll by October 1 of the subsequent fall term. Report the summer dropouts for the grade and school year for which they fail to enroll. For example, a student who completed the 10th grade at the end of the prior school year, but does not re-enroll by October 1 of the current school year is reported as an 11th grade dropout of the current school year.

Supervisory Union

An education agency where administrative services are performed for more than one school district by a common superintendent.

Teacher

A professional school staff member who provides instructions to prekindergarten, kindergarten, grades 1 through 12, or ungraded classes and maintains daily student attendance records.

Teachers of Ungraded Classes

Teachers of classes or programs to which students are assigned without standard grade designation.

Title I Eligible School

A school designated under appropriate state and federal regulations as being eligible for participation in programs authorized by Title I of Public Law 103-382.

Title I School-Wide Program

A program in which all the students in a school are designated under appropriate state and federal regulations as being eligible for participation in programs authorized by Title I of Public Law 103-382.

Transfer To Another School or Program

Transfer students may be confirmed by a method selected by the state or school district. A transcript request, withdrawal notice signed by a parent that includes assurances the student will be enrolled elsewhere, and the like are acceptable. In determining dropout status, states are discouraged from accepting hearsay reports or unsubstantiated statements of intent from departing students.

Type Code, Education Agency

The education agency type code is a classification of education agencies within the geographical boundaries of a state according to the level of administrative and operational control. The classifications are:

- 1 =** Regular local school district that is not a component of a supervisory union. This category includes both independent school districts and those that are a dependent segment of a local government such as a city or county. **INCLUDE** agencies that do not operate schools (**non-ops**) but have primary responsibility to provide free public elementary and/or secondary education to school-age children within their jurisdictions.
- 2 =** Local school district that is a component of a supervisory union. A superintendent and administrative services are shared with other local school districts. Each agency given this code should have an entry in the **Supervisory Union Identification Number** field corresponding to the appropriate type 3 or type 4 agency. Non-ops in supervisory unions should be included in this category.
- 3 =** Supervisory union administrative center, or county superintendent's office serving the same purposes. Each agency given this code should have an entry in the **Supervisory Union Identification Number** data field. Student and staff data reported elsewhere should **NOT** be duplicated in records carrying this code.
- 4 =** Regional education services agency (RESA). Agencies created for the purposes of providing specialized educational services to other education agencies. Student and staff data reported elsewhere should **NOT** be duplicated in records carrying this code.

- 5 = State agency charged with providing elementary and/or secondary level instruction to school-age children in a specified population, e.g., agency responsible for state schools for blind or deaf students, correctional facilities, and state hospitals.
- 6 = Federal agency charged with providing elementary and/or secondary level instruction to school-age children in a specified population.
- 7 = Other education agencies that do not fit into the first six categories.

Type Code, School

School type is a classification of schools conducting elementary and/or secondary instruction or programs according to the ordinary or special instructional needs of students. The four classifications are:

- 1 = **Regular School:** A public elementary/secondary school that does **NOT** focus primarily on vocational, special or alternative education
- 2 = **Special Education School:** A public elementary/secondary school that focuses primarily on special education. Include instruction for any of the following: autism, development delayed, specific learning disability, traumatic brain injury, hard of hearing; deaf; speech-impaired; health-impaired; orthopedically impaired; mentally retarded; seriously emotionally disturbed; multi-handicapped; visually handicapped; deaf and blind. Curriculum, materials or instruction are adapted for students served.
- 3 = **Vocational Education School:** A public elementary/secondary school that focuses primarily on vocational education, and provides education and training in one or more semi-skilled or technical operations.
- 4 = **Alternative Education School:** A public elementary/secondary school that addresses the needs of students that typically cannot be met in a regular school program. The school provides nontraditional education; serves as an adjunct to a regular school; or falls outside the categories of regular, special education, or vocational/technical education.

Ungraded

A class that is not organized on the basis of grade grouping and has no standard grade designation. This includes regular classes that have no grade designations, special classes for exceptional students who have no grade designations. Such a class is likely to contain students of different ages who, frequently, are identified according to level of performance in one or more areas of instruction rather than according to grade level or age level.

Ungraded Teachers

See **Teachers of Ungraded Classes**.

Urban Fringe of a Large City

Any incorporated place, Census designated place (CDP), or non-place territory within a CBSA or CSA of a Large City and defined as urban by the Census Bureau. See also **Locale Code**.

Urban Fringe of a Mid-Size City

Any incorporated place, Census designated place (CDP), or non-place territory within a CBSA or CSA of a Mid-Size City and defined as urban by the Census Bureau. See also **Locale Code**.

Urbanized Area (UA) Code

An area with a population concentration of at least 50,000; generally consisting of a principal city and the surrounding, closely settled, contiguous territory and with a population density of at least 1,000 inhabitants per square mile.

Vocational Education School

A public elementary/secondary school that focuses primarily on vocational education, and provides education and training in one or more semi-skilled or technical operations. See also **Type Code, School**.

White, Not Hispanic

A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

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